

# Electronic Signature Policy

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Implementation of Electronic Signature Policy for Internal Communications

Dear Team,

In an effort to streamline our internal communications and enhance efficiency, we are implementing an Electronic Signature Policy. This policy will allow employees to electronically sign documents and communications, ensuring a more agile workflow.

## Policy Overview:

- All internal documents requiring signatures can be signed electronically.
- Accepted electronic signature formats include [list formats].
- Employees must ensure that electronic signatures are used in compliance with company regulations.
- An audit trail must be maintained for all signed documents.

For further details, please refer to the attached policy document. We encourage everyone to familiarize yourselves with the new procedures and reach out with any questions or concerns.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]