

Mobile Device Use Policy for Remote Work

Date: _____

Employee Name: _____

Position: _____

Dear [Employee's Name],

As part of our commitment to maintaining a productive remote work environment, we would like to outline the acceptable use of mobile devices while performing your job duties.

Policy Guidelines:

- Use company-approved mobile devices only.
- Ensure that all mobile devices are secure and have updated software.
- Maintain confidentiality of company data while using your device.
- Avoid accessing unsecured networks when handling company information.
- Limit personal use of mobile devices during work hours to avoid distractions.

By signing below, you acknowledge that you have read and understood the mobile device use policy and agree to comply with its terms.

Employee Signature: _____

Date: _____

Sincerely,
[Your Company Name]
[Your Name]
[Your Position]