

Mobile Device Policy Compliance Acknowledgment

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

By signing this letter, you acknowledge that you have received, read, and understood the Mobile Device Policy of [Company Name]. You agree to comply with the terms outlined in the policy regarding the use, security, and management of mobile devices issued by the company.

If you have any questions or require further clarification regarding the policy, please do not hesitate to contact your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____