

IT Asset Usage Policy Reminder

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Reminder of IT Asset Usage Policy

Dear [Employee Name],

As a valued member of our team, we would like to remind you of our IT asset usage policy to ensure the proper use of company resources. Please take a moment to review the following key points:

- All IT assets should be used for legitimate business purposes only.
- Confidential and sensitive information must be handled with care.
- Software installations and downloads must be pre-approved to prevent malware risks.
- Company assets must be returned upon termination of employment.

For a comprehensive understanding, we encourage you to review the full policy document located on our intranet. Your compliance is essential for maintaining the security and integrity of our IT environment.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]