

Telecom Technician Accountability Agreement

Date: [Insert Date]

To: [Technician's Name]

Subject: Accountability Agreement

Dear [Technician's Name],

This letter serves as a formal agreement regarding your responsibilities and accountability as a Telecom Technician with [Company Name]. As part of your role, you are expected to uphold the highest standards of professionalism and integrity in the performance of your duties.

Responsibilities:

- Installation, maintenance, and repair of telecommunications equipment.
- Timely completion of assigned tasks and projects.
- Regular reporting of work progress and issues to the management.
- Adherence to safety protocols and company policies.

Accountability:

You are accountable for the following:

- Maintaining accurate records of all work performed.
- Reporting any discrepancies or issues in a timely manner.
- Protecting company assets and resources.

Please sign below to acknowledge your understanding and acceptance of these responsibilities and terms.

[Technician's Name]
Signature

Please return this signed document to [Supervisor/Manager's Name] by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]