Date:

To

[The Recipient]  
[Company Name]

**Re: Internet and email policy for year 20XX**

Social media regulation about what employees can say and share has turned ever more vital in the world. Employees don't pay needed attention to strategies because they don't want to act inaptly and cross a line that they didn't know prevailed. So, the progress of a just, logical, and practical policy is powerfully endorsed.

So long as the directions are not outfoxing or exceedingly preventive of underlying privileges, as they express them, our policy offers a vibrant track for workers. Our internet & email excessively limiting policy embraces such rules as:

* Workforces should never argue about work online.
* The employees are prohibited to circulate their pictures with their workmates at work trials.
* Email and internet norms apportioned to a member's workstation or telephone allowances are only for the resolve of steering corporation trade.
* Publishing the pictures of your children is strongly downcasted.
* You aren’t allowed to post any kind of stuff on your social media accounts during working hours as it is also taboo.
* Selected job tasks at the Company involve admittance to the internet and the usage of software in the accumulation with the Microsoft Office, you must keep the usage of internet confined to the area allowed.
* Employees fittingly sanctioned for company tenacities may use the internet to access and download supplementary software. This endorsement is mostly limited to choices that the IT department styles in combination with Human Resources.

Positively, the company will not have to revise this addition. All staff members are supposed to follow these rules strictly; otherwise, our firm won’t be responsible for the severe steps taken consequently.

[Your Name]  
[Designation]  
[Company Name]