Date:

To

[The Recipient]  
[Company Name]

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

As you know, we have always been striving hard to achieve discipline at work. Discipline not only helps companies to grow but also provides employees to improve and maintain a healthy work style. The Internet is the most important yet productive tool. We can neither live without it but we must limit ourselves to avoid any wastage of time.

Hence, the company has decided to implement the policy for the internet and emails. The Internet can be used for work and personal reasons as well. However, the use of the internet for personal use should not comprise the confidential information of the company. The information passed on using the company email address will be treated as the company property always. The company has the right to monitor the use of computers and the data without any informed notice.

Please do not hesitate to write should have any questions.

With thanks

[Your Name]  
[Designation]  
[Company Name]