Date:

[Name of the company]

To:

All staff members,

**Subject: Instructions regarding the use of office tools**

Respected Staff,

I hope this letter finds all of you in the best health. This letter is being written to inform all the staff members about the policies of the company regarding the use of office equipment. Please read the instructions given below:

1. No one in the office is allowed to use the office inventory for personal use
2. Some employees have been seen using office computers for playing games and using social media. As soon as you finish your work in the office, please leave the computer idle
3. If you have to take the office equipment with you at home or somewhere else, please return it to the office as soon as you finish using it
4. If there is any problem with the equipment such as the printer or scanner, please report the issue to the concerned department instead of trying to repair it yourself
5. If two staff members need the same equipment at the same time, priority will be given based on the nature of the work
6. The employee will not use any computer software brought from home on the office computer

If you are unable to understand any of the above-mentioned instructions, you can talk to the manager Mr. ABC about them, and he will explain you in more detail. In addition, not being able to follow them can lead to serious consequences.

I expect that these guidelines will be followed strictly, and the company will not be compelled to reiterate them.

Regards,

[Name of the employer]

Signatures

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