

**Instruction:** This is a model letter. Adapt to fit your facts and circumstances.

**To:** Staff  
**From:** Management  
**Subject:** Directive- Work E-mail Policy  
**Date:**

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It has come to our attention that the use of e-mail has become a distraction and is reducing the productivity of our company. Effective immediately, we are implementing an e-mail policy for the staff.

- Employees are not allowed to use e-mail for personal use
- Employees are not to send offensive material by company's e-mail
- The company provided e-mail is to be used for work related business only
- E-Mail is to be checked every 30 minutes

If you have any questions or concerns, please do not hesitate to contact me regarding this policy.