



Corporate Email Usage Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our onboarding process, we want to ensure that all employees are aware of our Corporate Email Usage Policy. Please review the following guidelines:

1. All employees are provided with a company email address upon joining [Company Name]. This email address is to be used for official business purposes only.
2. Employees are expected to check their company email regularly and respond to any work-related emails in a timely manner.
3. Personal use of company email is permitted, but should be kept to a minimum and not interfere with work responsibilities.
4. Employees are prohibited from sending any confidential or sensitive information via email without proper encryption.
5. All emails sent from company accounts should reflect a professional tone and language. Employees are expected to use proper grammar and spelling in all communications.
6. Any misuse of company email, including but not limited to sending spam, chain letters, or offensive content, will result in disciplinary action.
7. Employees are responsible for maintaining the security of their company email account, including creating a strong password and not sharing login credentials with others.

For more information on our Corporate Email Usage Policy, please refer to our Employee Handbook.

Thank you for your attention to these guidelines. If you have any questions or concerns, please don't hesitate to reach out to the HR department.

[Company Name] HR Team

Sources:

- https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021891.aspx

