

Employee Email Usage Consent

This consent form outlines the company's policies and expectations regarding the use of company-provided email services. By signing this document, you acknowledge and consent to the monitoring, use, and management of company email systems as described herein.

Terms and Conditions

- Company-provided email accounts must be used for official business purposes only.
- All email communications are subject to monitoring and review by authorized personnel.
- Employees should not use company email for personal, inappropriate, or unauthorized activities.
- Confidential company information must be protected in all email correspondence.
- Violation of these terms may result in disciplinary action.

I have read and understood the above guidelines and provide my consent to abide by the company's email usage policy.

Employee Name

Employee Email

Date

Signature