

Employee Cell Phone Policy Letter

This package contains:

1. Instructions & Checklist for Letter to Explain Employee Cell Phone Policy
2. Employee Cell Phone Policy Letter

Instructions & Checklist for Employee Cell Phone Policy Letter

- This package contains (1) Instructions & Checklist for a Letter to Explain Employee Cell Phone Policy; and (2) Employee Cell Phone Policy Letter;
- This form is designed to assist you in drafting a letter of complaint when you want to share your cell phone policy with employees.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As you are undoubtedly aware, cell phones have become a way of life. While they provide convenient communication, at [Company Name], we have a specific policy regulating how cell phones may be used during working hours.

Please find attached a copy of our cell phone policy. As you can see, cell phones [Insert overview of policy - i.e. 'may only be used during breaks']. If you have any questions or concerns regarding our policy, please do not hesitate to contact me.

Thank you, in advance, for your understanding in this matter.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure