

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Subject: VNC Server Usage Policy

Dear [Employee's Name],

This letter serves to inform you of the policies governing the use of the Virtual Network Computing (VNC) server at [Company Name]. As we increasingly utilize remote access tools to improve productivity, it is crucial that all employees adhere to the following guidelines to ensure the security and integrity of our systems.

1. ****Authorized Access****: Only employees with explicit permission from their department head may use the VNC server. Unauthorized access to the server is strictly prohibited.

2. ****Data Security****: Employees must ensure that all sensitive data accessed through the VNC server is protected and handled according to company data security protocols.

3. ****Connection Protocol****: When accessing the VNC server, employees must connect via secure methods and utilize strong passwords in compliance with [Company Name]'s password policy.

4. ****Session Monitoring****: All VNC sessions are subject to monitoring by IT. Employees should have no expectation of privacy while using the server.

5. ****Reporting Issues****: Any suspicious activities or unauthorized access attempts should be reported immediately to the IT department.

6. ****Compliance with Policies****: Failure to comply with this usage policy could result in disciplinary action, including, but not limited to, revocation of access privileges.

Please sign and return a copy of this letter to confirm your understanding and acceptance of these policies. Should you have any questions or require further clarification, feel free to contact the IT department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Contact Information]

[Employee Signature] _____ [Date] _____