



Dear _____,

Your computer was found unlocked and unattended. Please sign this form and bring it to _____ to pick up your computer.

I have violated a security policy that requires me to protect our organization's information and technology assets. I know that security is my responsibility. I will follow our security policies from now on.

Name

Date



Dear _____,

Your PDA was found unlocked and unattended. Please sign this form and bring it to _____ to pick up your PDA.

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