

SIM Usage Responsibility & Declaration Letter

Date: 03.06.2026

To,

Employee Name: Nisha Shrivastava

Employee ID: APL0009

Designation: Business Development Executive **(BDE)**

Official SIM/Mobile Number Provided: 9122244202

Subject: Declaration Regarding Official SIM Card Usage and Responsibility

Dear Nisha,

This is to inform you that the company has provided you with an official SIM card (Mobile No.9122244202) for work-related communication and business purposes only. By accepting and using this SIM card, you hereby agree to the following terms and conditions:

1. The SIM card shall be used strictly for official and professional purposes related to company work.
2. Any misuse, illegal activity, unauthorized usage, or violation of government regulations using the provided SIM card will be solely your responsibility.
3. The company and its management shall not be held responsible for any legal dispute, criminal case, penalty, or investigation arising from misuse of the SIM card.
4. You will be fully liable for all charges, legal consequences, and damages resulting from improper or unlawful usage.

5. In case of loss, damage, or misuse of the SIM card, you must immediately inform the company management.

6. Upon resignation, termination, or completion of employment, the SIM card must be returned to the company without any delay.

7. The official SIM card has been handed over to you today, i.e., 03.06.2026, and with immediate effect, all responsibilities related to its usage shall lie solely with you.

By signing below, you confirm that you have carefully read, understood, and agreed to all the above terms and conditions and accept full responsibility for the usage of the SIM card.

Employee Signature: _____

Employee Name: Nisha Shrivastava

Employee ID: APL0009

Date: 03.06.2026

Authorized Signatory

For: _____

Signature & Company Stamp