



**To:** \_\_\_\_\_

**URGENT**

**DATE:** \_\_\_\_\_

**Time:** \_\_\_\_\_



**To:** \_\_\_\_\_

**URGENT**

**DATE:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**WHILE YOU WERE OUT**

You remembered to log off or lock your computer before  
leaving your desk!

**WELL DONE!!!**

**Signed:** \_\_\_\_\_

State of Vermont - Office of Information Security

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