**Subject: Using AI Tools Safely — Quick Tips for a Secure Work Environment**

Hi Team,

AI tools like Large Language Models (LLMs) can be real helpers at work, but it’s important we use them carefully to keep our information safe.

Do’s

* Be careful what you share: Never put sensitive or private info into the AI.
* Use it for ideas, not final decisions: Review and double-check all AI-generated work.
* Follow company rules: Only use approved tools and follow access guidelines.
* Report anything odd: If something doesn’t seem right, tell the cybersecurity team immediately.

Don’ts

* Don’t share confidential info: Keep secrets to yourself; the tools aren’t secure for sensitive data.
* Avoid overreliance: Don’t depend only on AI for important decisions. Your judgment is key.
* Don’t use unauthorized tools: Stick to approved platforms to prevent risks.

Your care and awareness are what keep us all safe. If you have questions or doubts, reach out anytime at [cybersecurity@company.com](mailto:cybersecurity@company.com) or call 1800-123-4567.

Thanks for helping us stay secure and smart with AI!

Best,  
[Your Name]  
Chief Information Security Officer