Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Written Warning for Inappropriate Internet Usage

Dear [Employee Name],

This letter serves as a formal warning regarding your use of the company's internet resources. It has been brought to our attention that your recent online activities have violated the company's Acceptable Use Policy.

Description of Infraction:

On [Date], it was recorded that you were [describe activity, e.g., accessing non-work-related websites, streaming high-bandwidth content, or visiting prohibited sites] during working hours.

Impact of Violation:

Such behavior negatively affects productivity and may compromise the company's network security and bandwidth. Company resources are provided strictly for business-related tasks.

Required Action:

You are required to cease all unauthorized internet usage immediately. You must adhere strictly to the IT policies outlined in the Employee Handbook. Failure to improve your conduct or further violations of company policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations moving forward.

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of future violations.

Signature: _____ Date: _____