

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Formal Written Warning - Misuse of Company Technology

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning the use of company technology resources. This warning follows our meeting on [Date of Meeting], during which we discussed your non-compliance with the company's Information Technology and Acceptable Use Policy.

Specifically, it has been brought to our attention that on [Date of Incident], you engaged in the following behavior: [Insert specific description of misuse, e.g., accessing prohibited websites, unauthorized software installation, or excessive personal use].

This behavior is a violation of company policy because [State reason, e.g., it poses a security risk, impacts productivity, or breaches confidentiality].

Effective immediately, you are required to adhere to the following expectations:

- Strictly follow all IT Acceptable Use Policies.
- Use company devices and internet access for business-related purposes only.
- [Insert any other specific corrective actions required].

Please be advised that your performance and adherence to these policies will be closely monitored. Failure to correct this behavior or further instances of technology misuse may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Signature of Manager/HR Representative]

[Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand the consequences of further policy violations.

Signature: _____ Date: _____