

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Initial Written Warning: Breach of Acceptable Use Policy

Dear [Employee Name],

This letter serves as a formal initial written warning regarding your recent conduct involving the company's information technology resources. It has come to our attention that you have breached the company's Acceptable Use Policy (AUP).

**Details of the Breach:**

On [Date of Incident], the following violation was identified: [Provide brief description of the specific breach, e.g., accessing prohibited websites, unauthorized software installation, or misuse of email].

**Policy Reference:**

As outlined in the Employee Handbook and the Acceptable Use Policy signed by you on [Date Signed], all employees are required to use company technology professionally and solely for authorized business purposes. Your actions have been found to be in direct violation of Section [Insert Section Number] of this policy.

**Expected Improvements:**

Effective immediately, you are required to comply with all aspects of the Acceptable Use Policy. We expect that you will refrain from [Repeat specific prohibited action] and ensure that your use of company systems remains within professional guidelines.

**Consequences of Further Breaches:**

Please be advised that this is an initial warning. Failure to improve your conduct or any further violations of company policy may result in more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. If you have any questions regarding this warning or the policy itself, please contact [Department/Name] immediately.

Sincerely,

[Signature]

[Name and Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this written warning and understand the concerns raised.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_