

To: [Employee Name]

From: [Manager Name/HR Department]

Date: [Insert Date]

Subject: First Written Warning: Excessive Personal Internet Usage

Dear [Employee Name],

This letter serves as a formal written warning regarding your excessive use of the internet for personal reasons during working hours. Our records and observations indicate that your time spent on non-work-related websites has begun to impact your productivity and overall performance.

As per the company's Employee Handbook and Information Technology Policy, company internet access is provided primarily for business purposes. While incidental personal use is permitted, the frequency and duration of your current usage are considered a violation of company policy.

Specifically, the following concerns have been noted:

- Frequent access to [Social Media/Streaming/Shopping] websites during core hours.
- Failure to complete assigned tasks within the expected timeframe due to online distractions.
- [Insert specific date or incident if applicable].

Immediate improvement is required. We expect you to limit your personal internet browsing to your designated break times only. Failure to show immediate and sustained improvement, or any further violations of company policy, may lead to further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. We value your contributions to the team and hope that this formal notice will encourage the necessary change in behavior.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have discussed it with my manager.

Signature: _____ Date: _____