

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Department: [Department Name]

Subject: Formal Notice of Breach of Corporate Social Media Policy

Dear [Employee Name],

This letter serves as a formal notification regarding a reported violation of the Company's Corporate Social Media Policy. It has come to our attention that your recent activity on [Name of Platform, e.g., Facebook, Twitter, LinkedIn] has breached the guidelines established by [Company Name].

Details of the Incident:

- **Date of Activity:** [Date]
- **Nature of Breach:** [Briefly describe the violation, e.g., sharing confidential information, posting disparaging remarks, unauthorized use of company logo]
- **Policy Section Reference:** [Specify the section of the policy manual, e.g., Section 4.2: Conduct and Professionalism]

As per our policy, employees are expected to maintain professional standards and safeguard the company's reputation and proprietary information at all times, including on personal social media accounts where a connection to the company is evident.

Required Actions:

You are required to take the following steps immediately:

1. Remove the post or content in question by [Time/Date].
2. Attend a mandatory meeting with [Name/Title] on [Date] at [Time] to discuss this matter further.
3. Review the Corporate Social Media Policy in its entirety.

Please be advised that this is a formal warning. Failure to rectify this matter or any further violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

If you have any questions regarding this notice, please contact the Human Resources department.

Sincerely,

[Signature]

[Name of Supervisor/HR Manager]

[Job Title]

[Company Name]

Acknowledgment of Receipt:

I, [Employee Name], acknowledge that I have received this notice and understand the nature of the breach and the required next steps.

Employee Signature

Date