

To: [Employee Name]

From: [Manager/Supervisor Name]

Date: [Date]

Subject: Formal Reprimand: Unauthorized Use of Personal Devices

Dear [Employee Name],

This letter serves as a formal reprimand for violating the company's IT and Security Policy regarding the use of personal electronic devices.

On [Date], it was discovered that you connected an unapproved personal device, specifically a [Device Type/Name], to the company's [Network/Hardware].

Our policy strictly prohibits connecting personal hardware to the internal network without prior authorization from the IT Department. This policy exists to protect the company from security vulnerabilities, data breaches, and malware infections. Your actions have bypassed established security protocols and placed company data at risk.

Effective immediately, you are required to remove all unauthorized devices from company property. Please be advised that further violations of IT security policies may lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name/Title]

Acknowledgment of Receipt:

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[Employee Signature]

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[Date]