

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department Name]

Subject: First Written Warning for Misuse of Social Media During Work Hours

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct. It has been observed that you have been using social media platforms for personal reasons during your scheduled work hours on several occasions, specifically on [Insert Dates/Times if known].

As per the company's Employee Handbook and Information Technology Policy, the use of social media for personal purposes during working hours is prohibited, as it interferes with productivity and professional responsibilities.

This behavior is unacceptable and must improve immediately. You are expected to limit personal social media activity to your designated break and lunch periods.

Failure to rectify this behavior or further violations of company policy may result in additional disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations set forth by the company.

Signature: _____ Date: _____