

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Job Title]

**Subject: Official Letter of Warning - Violation of Social Media Policy**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct on social media. It has come to our attention that on [Date of Incident], you posted content on [Name of Platform] that violates the company's established Social Media Policy.

Specifically, the post in question involved:

[Insert brief description of the violation, e.g., disclosure of confidential information, disparaging remarks about colleagues, or inappropriate representation of the brand].

As outlined in the Employee Handbook, our policy requires employees to maintain professional conduct and protect company reputation when engaging in online activities. Your actions have been deemed a breach of these standards.

Effective immediately, you are required to:

- Remove the post in question (if not already done).
- Review the company's Social Media Policy in its entirety.
- Refrain from any future violations of this nature.

Please be advised that further violations of company policy may lead to additional 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 matter, please contact the Human Resources department.

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand its contents.

\_\_\_\_\_  
[Employee Signature]

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