

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Written Warning for Excessive Personal Social Media Usage

Dear [Employee Name],

This letter serves as a formal written warning regarding your excessive use of personal social media during working hours. It has been observed that you are spending significant time on platforms such as [List Platforms, e.g., Facebook, Instagram, TikTok] during periods when you are expected to be performing your professional duties.

Our company policy states that personal use of social media should be kept to a minimum and restricted to official break times. Your current level of usage is interfering with your productivity and [mention specific impact, e.g., deadlines, team performance, or customer service].

Previous Discussions:

This matter was previously discussed with you on [Insert Date of Verbal Warning]. Despite this, there has been no sustained improvement in your conduct.

Required Action:

Effective immediately, you are required to adhere to the following expectations:

- Limit personal social media activity to designated lunch or rest breaks.
- Ensure all assigned tasks are completed without distraction.
- Follow the company's Information Technology and Communications Policy.

Consequences:

Please be advised that failure to improve your performance or any further violations of company policy may result in further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

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

Employee Signature

Date