

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

From: [Supervisor Name]

Subject: Formal Reprimand for Unauthorized Social Media Browsing

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct in the workplace. It has been observed and documented that you have been engaging in unauthorized social media browsing during designated working hours.

Specifically, on [Date/Time], it was noted that you were accessing [Name of Social Media Platform] for non-work-related purposes. This behavior is a direct violation of the company's Information Technology and Professional Conduct policies, which state that company equipment and work hours are to be used exclusively for business-related tasks.

This unauthorized activity has a negative impact on your overall productivity and distracts from your core responsibilities. As an employee, you are expected to adhere to all company policies and maintain a professional focus during your scheduled shifts.

Immediate corrective action is required. You are expected to cease all personal social media use during work hours effective immediately. Failure to comply with this directive or any further violations of company policy will result in more severe 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 or the company policy, please schedule a meeting with me or the Human Resources department.

Please sign below to acknowledge that you have received and understood this formal reprimand.

Sincerely,

[Signature of Supervisor]

[Printed Name of Supervisor]

Employee Acknowledgment:

[Employee Signature]

[Date]