

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Notice of Disciplinary Action - Social Media Misuse

Dear [Employee Name],

This letter serves as formal notification of disciplinary action regarding your recent use of social media, which has been found to be in violation of [Company Name]'s Social Media Policy and Code of Conduct.

Description of Violation:

On [Date], it was brought to our attention that you posted the following content on [Platform Name]:

[Insert brief description of the post/content].

Policy Infringement:

Your actions have violated the following company policies:

- [Policy Name/Section Number, e.g., Disclosure of Confidential Information]
- [Policy Name/Section Number, e.g., Harassment and Professionalism]
- [Policy Name/Section Number, e.g., Use of Company Logo/Branding]

Disciplinary Action:

As a result of this violation, the following action is being taken: [Insert Action, e.g., Verbal Warning / Written Warning / Suspension].

Required Improvement:

You are required to immediately remove the content in question (if applicable). Furthermore, you must ensure that your future social media activity adheres to company guidelines. Failure to correct this behavior or any further violations of company policy will result in more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter. A copy will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and have discussed it with my supervisor/HR representative.

Signature: _____ Date: _____