

Date: [Insert Date]

To: [Employee Name]

From: [HR Manager Name / Supervisor Name]

Subject: Formal Warning: Violation of Company Social Media Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your recent activity on social media, which has been found to be in violation of [Company Name]'s Social Media Guidelines.

Incident Details:

On [Date], it was brought to our attention that you posted [briefly describe the content, e.g., confidential information, disparaging remarks, or inappropriate imagery] on [Platform Name].

Policy Violation:

Your actions specifically violate the following section(s) of our Employee Handbook: [Insert specific policy section or rule]. These guidelines are in place to protect the company's reputation, ensure a professional work environment, and safeguard proprietary information.

Required Action:

Effective immediately, you are required to:

- Remove the offending post(s) if you have not already done so.
- Refrain from any future violations of the social media policy.
- Review the attached copy of the company's Social Media Guidelines.

Consequences:

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 warning will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Typed Name]

[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____