

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - Unauthorized Social Media Use

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued use of personal social media during working hours. Despite previous [verbal/written] warnings issued on [Date of previous warning], it has been observed that you have continued to access [Platform names, e.g., Facebook, Instagram, TikTok] while on shift.

Management has noted the following specific incident(s):

- Date: [Insert Date] - Observation: [Description of incident]

This behavior is a direct violation of the company's [Name of Policy, e.g., Employee Code of Conduct/Electronic Communications Policy], which states that personal social media use is restricted to designated break periods only. This unauthorized activity interferes with your productivity and the overall operations of the department.

Required Action:

Effective immediately, you are required to cease all personal social media activity during your scheduled working hours. You must focus entirely on your assigned tasks and responsibilities.

Consequences:

Please be advised that this is your final warning. Failure to comply with company policy or any further instances of unauthorized social media access will result in further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this matter.

Employee Signature

Date

Supervisor/Manager Signature