

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Disciplinary Warning for Misuse of Social Media During Working Hours

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your conduct. It has been observed that you have been using social media platforms for personal reasons during your designated working hours.

Specifically, on [Insert Date/Time], the following incident(s) occurred: [Insert Brief Description of Incident].

This behavior is a violation of the company's [Insert Name of Policy, e.g., Employee Code of Conduct / IT and Social Media Policy], which states that working hours are to be dedicated to company tasks and that personal internet usage should be limited to authorized breaks.

The excessive use of social media during work hours impacts your productivity and the overall efficiency of the team. We expect immediate and sustained improvement in your time management and adherence to company policies.

Please be advised that further instances of policy violations or failure to improve your conduct may lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your official personnel file. If you have any questions regarding this matter or the company policy, please contact [Insert Name/Department].

Sincerely,

[Your Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

[Employee Signature]

Date: _____