

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Official Warning Regarding Non-Work Related Social Media Activity

Dear [Employee Name],

This letter serves as a formal warning regarding your recent activity on social media. It has come to our attention that your online conduct has violated company policies concerning [mention specific policy, e.g., Code of Conduct, Social Media Policy, or Professionalism Standards].

Description of Issue:

On [Date], it was observed that you posted or shared content on [Platform Name] that included [briefly describe the nature of the content, e.g., offensive language, confidential information, or behavior that negatively impacts the company's reputation].

Impact of Activity:

While we respect your right to use personal social media, your actions in this instance have:

- Created a conflict with the company's core values.
- [Optional: Caused a disruption in the workplace environment.]
- [Optional: Violated the non-disclosure or disparagement clauses of your contract.]

Required Action:

We expect you to immediately remove the post in question (if applicable) and ensure that all future social media activity remains consistent with the professional expectations of [Company Name].

Future Consequences:

Please be advised that this is a formal warning. Further violations of company policy or continued conduct that reflects poorly on the organization may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Signature: _____ Date: _____