

[Company Name]
[Department of Human Resources]
[Date]

To: [Employee Name]
Position: [Employee Job Title]
Re: Formal Warning Regarding Social Media Misconduct

Dear [Employee Name],

This letter serves as a formal notification regarding your recent conduct on social media platforms. It has come to our attention that on [Date], you posted content that violates the company's Social Media Policy and Code of Conduct.

Specifically, the following behavior was identified:

[Insert brief description of the misconduct, e.g., disclosure of confidential information, disparaging remarks about colleagues, or inappropriate representation of the brand].

As a result of this breach, the following disciplinary action is being taken:

[Insert Consequence, e.g., Written Warning / Final Warning / Suspension]

Please be advised that [Company Name] expects all employees to maintain professional standards online, especially when such actions impact the workplace or the company's reputation. You are required to [Insert Required Action, e.g., remove the post immediately / undergo policy retraining].

Failure to rectify this behavior or any further violations of company policy will lead to more severe disciplinary measures, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. If you have any questions regarding this matter, please contact the Human Resources Department.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the consequences outlined above.

Signature: _____ Date: _____