

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: Formal Notice: Unacceptable Social Media Use During Working Hours

Dear [Employee Name],

This letter serves as a formal notice regarding your use of social media during company time. It has come to our attention that on [Date/Time], you were engaged in personal social media activity that was not related to your professional duties.

As outlined in the [Company Name] Employee Handbook, company time and resources are to be used for business purposes only. Excessive or unauthorized use of social media during working hours distracts from your responsibilities and impacts overall team productivity.

This notice is to remind you of the following expectations:

- Personal social media accounts should only be accessed during designated break periods or lunch hours.
- Company-provided devices and internet networks must be used in accordance with our IT and Acceptable Use policies.
- Continued failure to adhere to these policies may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the team and expect that you will rectify this behavior immediately. If you have any questions regarding this notice or the company policy, please schedule a meeting with [Manager Name] or Human Resources.

Please sign below to acknowledge that you have received and understood this notice.

Sincerely,

[Sender Signature]

[Sender Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this formal notice and understand the company's expectations regarding social media use.

Employee Signature

Date