

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/Supervisor Name]

Subject: Written Warning for Unauthorized Use of Social Media During Work Hours

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct in the workplace. Specifically, it has been observed that you have been engaging in personal social media activities during your designated work hours on the following dates: [Insert Dates/Times].

Our company policy states that work hours are to be dedicated to company business and tasks. Unauthorized use of social media during these times interferes with your productivity and the overall efficiency of the department. This behavior is a violation of the [Insert Policy Name, e.g., Employee Handbook / Acceptable Use Policy].

We have previously discussed this matter on [Insert Date of Previous Verbal Warning, if applicable]. Despite this, the behavior has continued.

Effective immediately, you are expected to refrain from using social media platforms (including but not limited to Facebook, Instagram, X, TikTok, or LinkedIn) for personal reasons during your scheduled shifts. You may access these platforms only during your designated unpaid break periods.

Failure to improve your conduct or further violations of company policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this letter and that we have discussed its contents.

Employee Signature

Date

Supervisor Signature

Date