

To: [Employee Name]

From: [Manager Name/HR Department]

Date: [Date]

Subject: First Written Warning: Improper Use of Company Technology

Dear [Employee Name],

This letter serves as a formal written warning regarding your use of company technology resources. It has come to our attention that your recent conduct has violated the [Company Name] Acceptable Use Policy.

Description of Violation:

On [Date], it was identified that you engaged in the following behavior: [Provide specific details, e.g., accessing prohibited websites, installing unauthorized software, or using company email for personal gain].

Policy Reference:

As stated in the [Employee Handbook/IT Policy], company technology is provided for business purposes. Specifically, [cite specific policy section]. Your actions are in direct violation of these guidelines.

Required Improvements:

Moving forward, you are expected to:

- Adhere strictly to all company IT and Acceptable Use Policies.
- Use company devices and internet access for authorized business tasks only.
- [Insert any other specific corrective action].

Consequences:

Please be advised that further instances of improper use of company technology or any other violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

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

Acknowledgment of Receipt:

[Employee Signature]

[Date]