

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Formal Warning for Misuse of Company Technology

Dear [Employee Name],

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

Details of Incident:

On [Date], it was recorded that you engaged in the following activity: [Describe specific misuse, e.g., accessing prohibited websites, installing unauthorized software, or personal use during work hours].

Policy Violation:

This behavior is a direct violation of [Policy Name/Section Number], which states that company technology assets are provided for business purposes only and must be used in a professional and secure manner.

Required Action:

You are required to cease this activity immediately. We expect full compliance with all technology policies moving forward. Failure to correct this behavior or further instances of misuse may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____