MEMORANDUM

TO: [Employee Name]

FROM: [Manager Name]

DATE: [Insert Date]

SUBJECT: Coaching Memorandum: Improper Use of Company Technology

PURPOSE

The purpose of this memorandum is to formally document our coaching conversation regarding your use of company technology resources. This notice serves to ensure you understand the expectations set forth in the [Company Name] Acceptable Use Policy.

OBSERVATIONS AND ISSUES

On [Date], it was observed that your use of [Company Equipment/Software/Internet] was inconsistent with professional standards. Specifically: [Insert brief description of the incident, e.g., excessive personal use, visiting prohibited websites, or unauthorized software installation].

POLICY REFERENCE

Per the Employee Handbook, company technology is provided for business purposes. Any use that interferes with productivity, compromises network security, or violates company values is prohibited.

EXPECTATIONS AND NEXT STEPS

Moving forward, you are expected to:

- Limit personal use of technology to designated break periods.
- Ensure all activities on company devices are work-related.
- Comply with all IT security protocols and privacy policies.

CONCLUSION

I am confident that you will adjust your usage accordingly. Please be advised that further instances of improper technology use may lead to formal disciplinary action.

ACKNOWLEDGMENT

I acknowledge that I have received this memorandum and understand the expectations discussed.

_____

Employee Signature

_____

Date