

Disciplinary Warning Notice

Employee Name: _____

Department: _____

Date: ____ / ____ / ____

Subject: Internet Usage Policy Violation

This document serves as a formal disciplinary warning for violation of the company's Internet Usage Policy. Our records indicate the following infraction(s):

- Use of company internet for non-business-related activities during work hours
- Accessing unauthorized or inappropriate websites
- Excessive personal browsing affecting work performance

Such actions are in direct violation of the guidelines outlined in the Company's Internet Usage Policy.

Required Action

You are expected to adhere strictly to the company's Internet Usage Policy moving forward. Further violations may result in additional disciplinary action, up to and including termination of employment.

Employee Statement (Optional)

Employee Signature

Supervisor/Manager Signature

Date