

# Employee Written Warning

## Internet Usage Policy Breach

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date of Warning: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Reason for Warning:

This written warning is issued to you for breaching the company's Internet Usage Policy. It has been brought to our attention that you have engaged in unauthorized use of the company's internet resources during working hours, in contravention of company guidelines.

### Details of Breach:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Expected Conduct:

You are reminded to adhere strictly to the company's Internet Usage Policy at all times. Further violations may result in additional disciplinary action, up to and including termination.

### Employee Comments (Optional):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature      Date: \_\_\_\_\_

\_\_\_\_\_  
Manager Signature      Date: \_\_\_\_\_