

## **Warning Letter: Social Media Policy Violation**

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_

### **Subject: Warning for Violation of Company Social Media Policy**

Dear \_\_\_\_\_,

This letter is to formally warn you that it has come to our attention you have violated the company's Social Media Policy on or about \_\_\_\_\_.

The details of the violation are as follows:

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Please be reminded that all employees are required to comply with the company's Social Media Policy, a copy of which has been provided to you and is available at \_\_\_\_\_.

Further violations may result in more severe disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning letter by signing below.

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Employee Signature      Date

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Manager/Supervisor      Date