

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:

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.

Employee Signature Date

Manager/Supervisor Date