

# Warning Notice

## Internet Usage Policy Breach

Date: \_\_\_\_\_

To: \_\_\_\_\_

Department: \_\_\_\_\_

This notice serves as a formal warning that a review of your internet usage has revealed a breach of the company's Internet Usage Policy.

- Accessing unauthorized or inappropriate sites
- Excessive non-business use of the Internet
- Other: \_\_\_\_\_

As an employee, you are reminded that company internet resources are provided for business purposes. Misuse of these resources is a violation of company policy as outlined in the Employee Handbook.

Please consider this as your official warning. Further violations may result in more severe disciplinary action, up to and including termination of employment.

If you have any questions regarding this notice or the company's Internet Usage Policy, please contact your supervisor or the HR department.

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

Date: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Date: \_\_\_\_\_