

Disciplinary Action Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Disciplinary Action for Social Media Misuse

Dear [Employee's Name],

We are writing to formally address your recent actions regarding the misuse of social media related to your position at [Company Name]. It has come to our attention that you [briefly describe the specific incident and its impact].

This behavior is in violation of our company policy regarding social media use, which states [quote relevant policy]. As a result of this incident, we have decided to impose the following disciplinary action: [detail the action, e.g., suspension, warning, etc.].

Please consider this letter as a warning. Further violations may result in additional disciplinary measures, up to and including termination of employment.

We value your contributions to [Company Name] and hope you will understand the importance of adhering to our policies moving forward.

Should you have any questions or wish to discuss this matter, please feel free to reach out to me directly.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]