

Social Media Policy Violation Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notice of Violation of Social Media Policy

Dear [Employee Name],

This letter serves as a formal notice regarding a violation of our company's social media policy. It has come to our attention that on [insert date of incident], you [briefly describe the violation, e.g., posted inappropriate content, shared confidential information, etc.].

As you know, our social media policy outlines expectations and guidelines regarding the use of social media platforms in connection with your role at [Company Name]. This policy is in place to protect the integrity and reputation of our organization.

Please be advised that this violation is a serious matter, and we expect you to take immediate corrective action. We would like to remind you of the following actions to adhere to our policies:

- [Action 1]
- [Action 2]
- [Action 3]

Failure to comply with these policies in the future may result in further disciplinary action, up to and including termination of employment.

If you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Thank you for your immediate attention to this important matter.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]

[Contact Information]