[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Admonition for misuse of the internet

Dear Mr. /Miss [NAME HERE],

This letter is being written to warn you on visiting the adult website at work. Viewing and sharing any adult or pornographic content during office timing is totally prohibited. You have been given many verbal warnings and at last, we must give you a written warning.

Not following the company’s policies regarding the adult websites in future will result in termination of the job.

Sincerely,

[NAME HERE]

[Title]