To,

Mr. XYZ,

[Department’s Name]

Subject: Warning letter for using social media at work.

Mr./Miss/Mrs. XYZ,

The purpose of writing this letter is provided by the organization’s IT tracking report and a few other eyewitnesses describing your excessive usage of social media platforms during working hours. It has been brought to the higher authority’s notice that you spend most of your time in the office surfing various social interactional platforms like Facebook and Twitter rather than focusing on the tasks assigned to you with reference to the important seat that you hold in the organization.

It has further been reported that, despite arriving and leaving the office exactly on time, you have been consistently failing at meeting the deadlines and responding to whatever comes under your duty in the time given to you. The reason behind such a careless attitude from your side is supposed to be nothing except your divided focus that makes you spend more time on social media rather than getting work done.

I want to bring it to your notice that the official computer systems along with the activity done through the official internet connection within the organizational premises are consistently being tracked to keep an eye on the activities our staff is indulging in. Therefore, no matter how much you try, you cannot hide your online activity from the authorities.

I hope you realize how hazardous such a careless display of attitude by you could be for the organization’s repute and functioning. Having said that, I don’t want to go at length about how actions like this can get you fired in no time.

However, I know your work ethics and this makes me sound sure enough when I say that you will take my warning seriously and would start focusing on what is important during the office hours rather than wasting your precious time and endless energy on social media.

Looking forward to a practical response from you in this lieu.

Regards,

IT department head,

XYZ