**Disclaimer**

The contents of this template are intended to convey general information only and not to provide legal advice or opinions. The contents should not be construed as legal advice. CurrentWare advises consultation with legal counsel and/or an attorney for advice and legal opinion on specific legal issues.

# Warning Letter to Employee for Internet Usage

Dear **[EMPLOYEE NAME]**,

It has recently come to our attention that you have engaged in internet usage behavior that is in violation of **[ORGANIZATION]**’s *Acceptable Use of the Internet Policy.* All employees are expected to abide by said policy when using IT assets provided by the organization.

The intent of the Acceptable Use of the Internet Policy is to protect **[ORGANIZATION]**’s IT assets, employees, and business against internet-based threats, network congestion, and inappropriate or unproductive use of internet resources.

**Please note that further misuse of the internet in the workplace will result in additional disciplinary measures up to and including termination if immediate and sustained corrective action is not taken.**

**The violations are as follows:**

* **[VIOLATIONS]**
* **Examples:**
  + Excessive internet usage at work, such as spending an excessive amount of time browsing non-work websites.
  + Browsing adult-oriented websites or other websites that could reasonably be considered inappropriate for a professional environment (hateful sites, adult dating, etc)
  + Inappropriate email activity such as sending chain letters or advertisements that are not related to the business
  + Causing network congestion with excessive bandwidth usage, e.g. by streaming non-work videos

If you have any questions, please reach out to **[CONTACT]** for further details. A copy of this warning letter for internet usage will be included in your employee file for future reference.

Regards,

**[SENDER NAME]**