

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject:** Notice of Social Media Policy Violation

Dear [Employee Name],

This letter serves as formal notification that your recent activity on [Insert Social Media Platform Name] has been identified as a violation of [Company Name]'s Social Media and Communications Policy.

Specifically, the following action was noted on [Insert Date]:

*[Provide a brief description of the violation, e.g., sharing confidential financial data, posting non-compliant investment advice, or disparaging company clients.]*

As a financial institution, we are governed by strict regulatory requirements regarding data privacy, professional conduct, and public disclosures. Your actions have breached the following specific policy sections:

- [Policy Section Number/Name] - Confidentiality of Client Information
- [Policy Section Number/Name] - Professional Conduct and Brand Representation
- [Policy Section Number/Name] - Compliance with Financial Regulatory Communications

Consequently, the following disciplinary action is being taken: [Insert Action, e.g., Formal Written Warning/Suspension]. You are required to remove the non-compliant content immediately.

Please be advised that further violations of company policy may lead to additional disciplinary measures, up to and including termination of employment. We have attached a copy of the full Social Media Policy for your review. You are required to complete a mandatory compliance retraining session by [Insert Date].

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name/HR Manager Name]

[Job Title]

[Company Name]

**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_