

Social Media Policy Notification

Dear [Employee's Name],

We would like to inform you of our updated Social Media Policy, which aims to protect the integrity of our brand and ensure respectful communication across all platforms.

Please take a moment to review the policy document attached, which outlines:

- Guidelines for professional conduct online.
- Confidentiality and privacy expectations.
- Steps to report any violations.

Your adherence to these policies is crucial in maintaining our organization's values. If you have any questions or need further clarification, please feel free to reach out to your supervisor.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]