

Social Media Use Expectations

Date: _____

Dear [Employee/Student's Name],

We are writing to outline the expectations for social media use during your time at [Company/Organization/School Name]. As digital platforms play a significant role in our professional and personal lives, it is important to adhere to the following guidelines:

- **Maintain professionalism:** Always represent yourself and [Company/Organization/School] in a positive light.
- **Respect privacy:** Do not share personal information about colleagues or students without their consent.
- **Avoid confidential information:** Do not post any sensitive or proprietary information related to [Company/Organization/School].
- **Be respectful and courteous:** Engage with others in a constructive manner, refraining from negative comments or harassment.
- **Understand the impact:** Remember that your online behavior can have repercussions on your professional image and the organization's reputation.

By adhering to these guidelines, we can ensure a safe and respectful online environment for everyone. If you have any questions regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization/School Name]