

Social Media Policy Guide

Date: [Insert Date]

Dear [Employee/Team Name],

As part of our commitment to maintaining a positive and professional online presence, we are pleased to share our Social Media Policy Guide. This document outlines our expectations and guidelines for the responsible use of social media in relation to your role at [Company Name].

Key Points of the Policy:

- Respect confidentiality and privacy.
- Ensure your posts are professional and relevant to our brand.
- Be transparent about your association with [Company Name].
- Avoid sharing company-sensitive information.
- Engage positively with our audience and manage conflicts respectfully.

For detailed information, please refer to the full policy document attached or available on our internal website.

Thank you for your cooperation in upholding our values and representing [Company Name] positively online.

Sincerely,
[Your Name]
[Your Position]