

# Reminder: Social Media Conduct

Dear [Employee's Name],

We want to remind you of our company's social media policy and the importance of maintaining a professional presence online. As you engage on social media platforms, please remember to:

- Represent the company positively and respectfully.
- Ensure that any content shared aligns with our brand values.
- Avoid posting confidential or sensitive company information.
- Be mindful of your tone and language in all interactions.

Thank you for your attention to this matter and for helping us maintain a positive image online.

Sincerely,

[Your Name]

[Your Position]

[Company Name]