

# Social Media Policy Compliance Check

Date: [Insert Date]

To: [Employee Name]

Subject: Compliance Check of Social Media Policy

Dear [Employee Name],

As part of our ongoing efforts to ensure adherence to the company's social media policy, we are conducting a compliance check.

Please review the following points and confirm your understanding and compliance:

- Appropriate use of company logos and branding
- Respect for confidentiality and privacy
- Responsibility in the representation of personal opinions
- Engagement with followers in a respectful manner

We appreciate your cooperation in maintaining a positive online presence for our organization. Please reply to this email by [Insert Deadline] confirming your compliance.

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]