

Notification of Social Media Policy Update

Dear [Employee's Name],

We are writing to inform you that our company's social media policy has been updated as of [Date]. The revisions aim to enhance our approach to social media usage and ensure that all employees are aware of the latest guidelines.

Key updates include:

- Clarified expectations regarding posting content related to the company.
- New protocols for responding to customer inquiries and comments on social media.
- Guidelines on protecting confidential and proprietary information.

You can review the complete updated policy by visiting [Link to Policy Document].

We encourage you to familiarize yourself with these changes and reach out to [Contact Person/Department] if you have any questions or concerns.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]