

Social Media Usage Guidelines Acknowledgment

Date: _____

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Acknowledgment of Social Media Usage Guidelines

Dear [Employee Name],

I hope this message finds you well. This letter serves to acknowledge your receipt and understanding of the Social Media Usage Guidelines established by our organization.

Please review the guidelines carefully, as they are in place to protect both the company and its employees. By signing this acknowledgment, you confirm that you have read, understood, and agree to abide by these guidelines.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

Signature: _____

Date: _____