

Social Media Compliance Instructions

Dear Marketing Team,

As we continue to engage with our audience through various social media platforms, it's essential to adhere to our compliance guidelines. Please follow these instructions while creating and sharing content:

1. Always represent our branding accurately and consistently.
2. Ensure all posts align with our company's values and mission.
3. Obtain necessary approvals for any promotional material or brand collaborations.
4. Be mindful of copyright and avoid using unlicensed images or content.
5. Disclose any sponsorships or partnerships as required by law.
6. Respect privacy and confidentiality of our employees and clients.
7. Monitor comments and engage with our audience positively.

Please familiarize yourself with the full social media policy document attached to this email. Should you have any questions, don't hesitate to reach out.

Thank you for your cooperation!

Best Regards,
Your Name
Your Position
Company Name