

# Social Media Usage Expectations

Date: [Insert Date]

To: [Team Member Name]

From: [Your Name]

Subject: Social Media Usage Expectations for Team Members

Dear [Team Member Name],

As a valued member of our team, it is important to communicate our expectations regarding the usage of social media in relation to our company and your role. The following guidelines are intended to ensure professionalism and to maintain our company's reputation online:

- Be mindful of the content you share that may reflect on our company.
- Ensure that any posts related to work are approved by management.
- Respect confidentiality and do not share sensitive information.
- Engage positively with followers and respond constructively to comments.
- Adhere to the company's social media policy at all times.

We appreciate your cooperation in representing our brand positively and professionally online. Should you have any questions or need further clarification, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]