

Announcement: Update to Social Media Policy

Dear [Team/Employees/Staff],

We are writing to inform you about an important update to our Social Media Policy, effective [Date]. The updated policy aims to enhance our guidelines for social media usage, ensuring a respectful and professional online presence.

Key changes include:

- Updated guidelines on personal social media use during work hours.
- Clarifications on the sharing of company-related content.
- Enhanced privacy measures regarding personal information.

Please take a moment to review the updated Social Media Policy attached to this announcement. We encourage you to reach out to your manager or the HR department if you have any questions or need further clarification.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]