Dear HR / PR Department,

I have noticed via Facebook/Instagram/LinkedIn that one of your employees, XXX, from XXX, has posted brand damaging and harmful posts. Their post supports the massacre, rape, and beheading of babies, children and older innocent citizens. They work for you and represent your company. Is that right?  If you do nothing, there is no doubt that there may be significant negative brand & reputation consequences for company XXX.

I would expect XXX to take immediate action when their employee is making such an awful expression on social media. I am quite concerned and shocked they work for you.

I trust that you will manage this appropriately but would appreciate a response.

Thank you,

XXX