

# Alert: Unauthorized Personnel Engagement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Unauthorized Personnel Engagement

Dear [Recipient Name],

This letter serves to formally notify you of an incident involving unauthorized personnel engagement within [specific location or department]. On [insert date/time], it was observed that individuals not cleared for access to our facilities were present and potentially interacting with our staff and resources.

We take such matters very seriously due to the potential risk to our security protocols and the safety of our personnel. Immediate actions are being taken to address this situation, and an investigation is ongoing.

Please be advised to exercise caution and report any suspicious activity to your supervisor or security personnel immediately. We appreciate your cooperation in maintaining a secure environment.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]