# Employee Entry Guidelines for Secure Premises

Date: [Insert Date]

To: All Employees

Subject: Guidelines for Secure Entry to Premises

Dear Team,

As part of our commitment to maintaining a secure working environment, we would like to remind all employees of the following guidelines regarding entry to our secure premises:

## 1. Access Control

All employees must use their personal access cards to enter the building. Ensure your card is visible while entering.

## 2. Guest Access

Visitors must be registered at the front desk and accompanied by an employee at all times. Do not allow tailgating.

## 3. Identification

Always carry your employee ID and be prepared to show it upon request by security personnel.

## 4. Emergency Procedures

In case of an emergency, follow the established evacuation routes and do not use the elevators.

## 5. Reporting Issues

If you notice any suspicious behavior or security breaches, report them immediately to the security team.

Your cooperation is essential for ensuring a safe workplace for everyone. Thank you for your attention to these guidelines.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]