

Entry Security Protocol for Building Access

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Dear [Recipient's Name],

As part of our ongoing efforts to enhance the security of our facility, we have established a new Entry Security Protocol that will be effective starting [Effective Date]. This protocol applies to all personnel and visitors accessing the building.

Key Protocols Include:

- All individuals must present valid identification upon entry.
- Access will be granted only through designated entry points.
- Visitors must be pre-registered and accompanied by a staff member at all times.
- Security personnel will conduct random checks throughout the building.

We appreciate your cooperation in ensuring the safety and security of our workplace. Please feel free to reach out if you have any questions regarding this new protocol.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]