

Restricted Access Policy Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We would like to inform you about the implementation of the Restricted Access Policies for building entrances at [Building/Location Name]. Effective [Start Date], access to certain areas of the building will be regulated to ensure safety, security, and efficient operation.

The following policies will be enforced:

- Access will be limited to authorized personnel only.
- All individuals must display valid identification cards at all times.
- Visitors must register at the front desk and obtain a visitor's badge.
- Entry doors are to be kept secured at all times.
- Emergency exits must remain unobstructed and accessible.

We appreciate your cooperation and understanding in adhering to these policies. Your safety and security are our top priority.

If you have any questions or need further clarification, please do not hesitate to contact [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]