

# Notification of New Security Guidelines

Dear [Employee/Team Name],

We are committed to maintaining a secure work environment for all employees. To enhance our security measures, we have established new security guidelines that will take effect on [Effective Date].

## Key Guidelines:

- All employees must wear their identification badges at all times while on company premises.
- Visitor access must be logged and approved by a designated staff member.
- Do not share login credentials with anyone, including colleagues.
- Report any suspicious activity to the security team immediately.

We encourage you to familiarize yourself with these guidelines and adhere to them diligently. A detailed document outlining all security procedures will be available on [Platform/Location].

Thank you for your cooperation in ensuring our workplace remains safe and secure.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]