

# Access Control Procedures for Contractors

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Company]  
[Contractor's Address]

Dear [Contractor's Name],

We are pleased to welcome you to [Company Name] as a contractor. To ensure the safety and security of our premises, we have established specific access control procedures that must be adhered to during your time on site.

## Access Control Procedures

1. All contractors must check in at the reception upon arrival.
2. Identification badges will be issued and must be worn at all times.
3. Access to restricted areas is only permitted with prior authorization.
4. Contractors must be escorted by an employee when in high-security areas.
5. Work areas must be secured at the end of each workday.
6. Any lost or stolen identification badges must be reported immediately.

Please ensure that all members of your team are aware of these procedures. Non-compliance may result in restricted access or other necessary actions.

If you have any questions or require further clarification, please do not hesitate to contact [Contact Person] at [Contact Phone Number] or [Contact Email Address].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Company Phone Number]