Secure Entry Guidelines for Staff Access

Date: [Insert Date]

To: All Staff

From: [Your Name]
[Your Position]

Subject: Secure Entry Guidelines

Dear Team,

In order to ensure the safety and security of our workplace, we are implementing the following guidelines for staff access:

1. All staff must wear their identification badges at all times while on premises.
2. Access to restricted areas is only permitted for authorized personnel. Please adhere to posted signage.
3. Before entering the building, ensure that the door is securely locked behind you.
4. Report any suspicious activity or unauthorized individuals immediately to security personnel.
5. Do not share your access codes or keys with anyone, even if they are colleagues.

Your cooperation is essential in maintaining a secure work environment. If you have any questions or concerns regarding these guidelines, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]