

# Visitor Entry Protocols

Dear [Visitor's Name],

We are pleased to welcome you to [Company Name]. To ensure the safety and security of our premises and personnel, we require all visitors to adhere to the following entry protocols:

1. All visitors must check-in at the front desk upon arrival.
2. Please present a valid form of identification (e.g., government-issued ID).
3. Visitors must wear identification badges provided by reception at all times while on the premises.
4. Accompanying staff members are responsible for visitors throughout their stay.
5. Please refrain from using mobile devices in restricted areas.
6. Ensure that all personal belongings are screened at security checkpoints.
7. In case of an emergency, please follow staff instructions and evacuate promptly.

Thank you for your cooperation. We look forward to your visit.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]