To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Important Update: Changes to Physical Office Building Access

Dear Team,

As part of our ongoing commitment to the safety and security of our employees and assets, we are implementing a new access control system for our physical office premises. This initiative is designed to enhance security measures and manage building access more efficiently. The change will take effect starting [implementation date].

\*\*Overview of Changes:\*\*

1. \*\*Access Cards\*\*: Traditional keys will no longer be used to access the building. Instead, employees will be issued personalized access cards. These cards are encoded with unique identifiers for each staff member and must be used to enter the building and to access specific secure areas within.

2. \*\*Revised Entry/Exit Protocol\*\*: Entry and exit will now be recorded electronically. Employees are required to use their access cards both when entering and exiting the building to ensure accurate tracking of personnel on the premises.

3. \*\*Visitor Management\*\*: All visitors will be required to check in with reception upon arrival. They will be issued a temporary access pass and will need to be accompanied by an employee at all times. Upon leaving, visitors must check out with reception to return their passes.

4. \*\*Lost Cards\*\*: Losing an access card should be reported to security immediately. Lost cards will be deactivated to prevent unauthorized access, and a replacement card will be issued. Please note that a nominal fee may be charged for a replacement.

5. \*\*No Tailgating\*\*: “Tailgating” — when individuals enter the building closely behind another without using their access card — is strictly prohibited. Employees are required to use their access cards individually to enter or exit the workplace.

6. \*\*Access Hours\*\*: Building access will be limited to [start time] to [end time] on [days]. Employees needing access outside these hours must seek prior approval from their department head.

\*\*Transition Period:\*\*

- \*\*Card Distribution\*\*: Access cards will be distributed on [date]. Please ensure you collect your card and carry it with you at all times.

- \*\*Training\*\*: Short training sessions will be held on [date] to familiarize everyone with the new system and protocols.

\*\*Feedback and Questions:\*\*

We understand this is a significant change and want to make this transition as seamless as possible. Should you have questions, concerns, or feedback, please do not hesitate to contact the Security Department or HR. We will also be gathering feedback after the first month of implementation to troubleshoot any issues or concerns.

These enhancements to our security system underscore our commitment to the safety and well-being of our staff. We appreciate your cooperation and support in upholding these new protocols and contributing to a secure workplace for everyone.

Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Position]