[Company Name]
[Department/Compliance Office]
[Address]
[Date]

To: All Employees and Stakeholders

Subject: Advisory Regarding Implementation of Anti-Money Laundering (AML) Policy

Dear All,

This letter serves as formal notification regarding the implementation of our organization's new Anti-Money Laundering (AML) Policy, effective as of [Insert Date].

The purpose of this policy is to ensure that our business operations comply with applicable financial laws and to prevent our services from being misused for money laundering or the financing of terrorism. Adherence to this policy is mandatory for all personnel.

Key Requirements of the Policy:

- **Customer Due Diligence (CDD):** Verification of the identity of all clients and business partners before entering into any transaction.
- **Reporting Obligations:** Mandatory internal reporting of any suspicious activities or transactions to the designated Money Laundering Reporting Officer (MLRO).
- **Record Keeping:** Maintenance of all identification and transaction records for a minimum period of [Number] years.
- **Ongoing Monitoring:** Continuous review of business relationships to ensure transactions are consistent with the known risk profile of the client.

Training and Compliance:

To support this implementation, all staff members are required to complete the mandatory AML training module by [Insert Deadline Date]. Failure to comply with these procedures may result in disciplinary action and potential legal liabilities for both the individual and the organization.

Please review the full policy document attached or available on the company intranet at [Link/Location].

Should you have any questions regarding your responsibilities under this policy, please contact the Compliance Department at [Email Address/Phone Number].

Sincerely,

[Signature]
[Name of Compliance Officer/Manager]
[Title]