

[Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

To: All Employees / [Specific Department]

Subject: Advisory Regarding Suspicious Activity Reporting Procedures

Dear Team,

To ensure the continued safety and security of our workplace and assets, this letter serves as a formal advisory regarding our Suspicious Activity Reporting (SAR) procedures.

Definition of Suspicious Activity

Suspicious activity includes, but is not limited to:

- Unauthorized persons attempting to access restricted areas.
- Unusual requests for sensitive information or proprietary data.
- Unexpected behavior by vendors, clients, or staff that deviates from standard protocols.
- Unattended bags or packages in common areas.
- Cybersecurity threats, such as phishing attempts or unauthorized system logins.

Reporting Steps

If you observe any activity that appears suspicious, please follow these steps immediately:

1. **Do not intervene:** Do not confront the individual or attempt to investigate the situation yourself.
2. **Document details:** Note the time, location, physical descriptions, and specific actions observed.
3. **Notify Security:** Contact [Security Officer Name/Department] at [Phone Number] or via email at [Email Address].
4. **Internal Report:** Complete the Official Suspicious Activity Report form located at [Internal Portal Link/Physical Location].

Confidentiality and Non-Retaliation

All reports will be handled with the strictest confidentiality. The company maintains a zero-tolerance policy for retaliation against any employee who reports concerns in good faith.

Thank you for your vigilance and cooperation in keeping our organization secure.

Sincerely,

[Your Name]
[Your Title]
[Company Name]