

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Department:** [Department Name]

**Subject:** Notice of Assignment: Vault Access Credentials

Dear [Employee Name],

This letter serves as formal notification regarding the assignment of security credentials for Vault [Vault Number/Location]. As of [Effective Date], you are authorized to access this vault for business purposes.

The following items have been issued to you today:

- Vault Key Number: [Insert Key ID]
- Vault Combination: [Insert Combination or "Delivered via Sealed Envelope"]

By accepting these credentials, you agree to the following terms:

- **Confidentiality:** You must not share the combination or provide the key to any unauthorized individual.
- **Security:** The key must be kept in a secure location at all times. Combinations should be memorized and any written records destroyed or filed in a secure, approved location.
- **Reporting:** If the key is lost or if you suspect the combination has been compromised, you must notify [Security Manager/Department] immediately.
- **Return Policy:** These items remain the property of [Company Name] and must be returned immediately upon request or termination of employment.

Please sign below to acknowledge receipt of the items listed above and your agreement to these security protocols.

Sincerely,

[Your Name]

[Your Title]

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### Employee Acknowledgment

I, [Employee Name], acknowledge receipt of the vault key and/or combination specified above and agree to the security requirements outlined in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_