

To: All Staff and Personnel

From: [Executive Name/Title]

Date: [Insert Date]

Subject: Mandatory Annual Bank Secrecy Act (BSA) Compliance Training

Dear Team,

At [Organization Name], maintaining the integrity of our financial systems and protecting our institution from financial crime is a top priority. As part of our ongoing commitment to regulatory excellence, it is time to commence our annual Bank Secrecy Act (BSA), Anti-Money Laundering (AML), and Office of Foreign Assets Control (OFAC) training.

Compliance with the Bank Secrecy Act is not merely a legal requirement; it is a fundamental component of our corporate responsibility. This training is designed to ensure that every employee understands their role in detecting, preventing, and reporting suspicious activities that may signal money laundering or terrorist financing.

Training Details:

- **Course Name:** Annual BSA/AML/OFAC Compliance Module
- **Format:** [Online Portal / In-Person Session]
- **Deadline for Completion:** [Insert Date]

Completion of this training is mandatory for all employees, regardless of role or seniority. Failure to complete the training by the specified deadline may result in [Insert Consequence, e.g., administrative follow-up].

Our reputation and our ability to serve our clients depend on our collective vigilance. Thank you for your cooperation and for your dedication to upholding the highest standards of compliance.

Sincerely,

[Signature]

[Executive Name]

[Executive Title]

[Organization Name]