

STRICTLY CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
Department: [Department Name]

RE: URGENT WARNING REGARDING NON-DISCLOSURE OF SUSPICIOUS ACTIVITY REPORTS (SARs)

Dear [Employee Name],

This letter serves as a formal notification and a strict reminder of your legal and professional obligations regarding the confidentiality of Suspicious Activity Reports (SARs) and internal suspicious activity investigations.

It has come to our attention that there may be a risk of unauthorized disclosure or "tipping off" regarding internal investigations. You are hereby directed to adhere to the following mandates:

- **Prohibition of Disclosure:** Under federal and local law, it is strictly prohibited to disclose to any person involved in a transaction-or any unauthorized third party-that a Suspicious Activity Report has been contemplated, drafted, or filed.
- **Confidentiality of Investigations:** All internal notes, discussions, and research related to potential SAR filings are classified as highly confidential. Access to this information is restricted to authorized compliance and legal personnel only.
- **Legal Consequences:** Please be advised that "tipping off" or unauthorized disclosure of SAR-related information is a criminal offense. Violations may result in significant personal fines, imprisonment, and immediate termination of employment.

By receipt of this letter, you are instructed to maintain absolute silence regarding any ongoing or past suspicious activity reviews. If you are questioned by any unauthorized individual regarding these matters, you must immediately report the encounter to the Chief Compliance Officer.

Please sign below to acknowledge that you have read, understood, and agree to comply with these strict non-disclosure requirements.

Regards,

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

Employee Acknowledgment:

Signature: _____ Date: _____