

CONFIDENTIAL

Date: [Insert Date]

To: [Employee/Recipient Name]
[Employee ID/Title]
[Department]

RE: WARNING REGARDING THE PROHIBITION OF DISCLOSING SUSPICIOUS ACTIVITY REPORTS (SARs)

Dear [Name],

This letter serves as a formal warning and a critical reminder of your legal and professional obligations regarding Suspicious Activity Reports (SARs) under federal law and Bank Secrecy Act (BSA) regulations.

It has come to our attention that [describe incident or general concern regarding the handling of sensitive information].

Pursuant to 31 U.S.C. 5318(g)(2) and implementing regulations, the unauthorized disclosure of a SAR, or any information that would reveal the existence of a SAR, is strictly prohibited. This "Non-Disclosure" requirement applies to:

- The person or entity that is the subject of the SAR.
- Any third party or unauthorized internal staff.
- Any communication that implies a SAR has been, or will be, filed.

Legal Consequences:

Unauthorized disclosure of a SAR is a federal offense. Violations may result in severe civil and criminal penalties, including substantial fines and imprisonment. Furthermore, failure to comply with these confidentiality requirements is a violation of company policy and is grounds for immediate disciplinary action, up to and including termination of employment.

Required Action:

You are required to immediately cease any discussion regarding internal investigations or potential filings except with authorized Compliance or Legal personnel. You must re-review the [Company Name] AML/BSA Confidentiality Policy by [Date].

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Your Name]
[Your Title/Compliance Officer]
[Company Name]

Acknowledgment:

I acknowledge that I have received this warning and understand the legal prohibitions regarding the disclosure of SAR-related information.

Signature

Date