

**Date:** [Insert Date]

**To:** [Employee/Recipient Name]

**Position:** [Job Title]

**Department:** [Department Name]

**RE: ACKNOWLEDGMENT OF NON-DISCLOSURE OBLIGATIONS REGARDING SUSPICIOUS ACTIVITY REPORTS (SARs)**

Dear [Name],

This letter serves as a formal reminder and warning regarding your legal obligations under federal law concerning the filing and existence of Suspicious Activity Reports (SARs).

**1. Strict Confidentiality**

Pursuant to the Bank Secrecy Act (BSA) and 31 U.S.C. § 5318(g)(2), the unauthorized disclosure of a SAR, or any information that would reveal the existence of a SAR, is strictly prohibited. This prohibition applies to all employees, officers, directors, and agents of [Organization Name].

**2. Prohibition of Disclosure**

You are prohibited from notifying any person involved in a reported transaction that the transaction has been reported. Furthermore, you may not disclose SAR-related information to any third party or internal staff member who does not have a specific "need to know" for the performance of their official duties.

**3. Penalties for Non-Compliance**

Violation of these non-disclosure rules may result in severe consequences, including:

- Criminal penalties, including fines and imprisonment up to 5 years.
- Civil money penalties issued by regulatory authorities.
- Immediate termination of employment with [Organization Name].

**4. Reporting Unauthorized Requests**

If you receive a subpoena or any legal request from a third party (including law enforcement or private litigants) for a SAR or information revealing the existence of a SAR, you must immediately notify the Compliance Officer or Legal Counsel. You are not authorized to release such information without explicit legal clearance.

Please sign below to acknowledge that you have read, understood, and agree to comply with these confidentiality requirements.

Sincerely,

[Name of Compliance Officer/Manager]  
[Title]  
[Organization Name]

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**ACKNOWLEDGMENT**

I hereby acknowledge that I have received this warning and fully understand the legal requirements regarding the non-disclosure of Suspicious Activity Reports. I understand that any violation of these laws or company policies will lead to disciplinary action and potential criminal prosecution.

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Signature of Employee

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Date