

CONFIDENTIAL: LEGAL NOTICE

Date: [Insert Date]

To: [Employee/Recipient Name]

Position: [Insert Position]

Department: [Insert Department]

Subject: MANDATORY NON-DISCLOSURE WARNING REGARDING SUSPICIOUS ACTIVITY REPORTS (SARs)

Dear [Name],

This letter serves as a formal reminder of your legal obligations under federal law regarding the confidentiality of Suspicious Activity Reports (SARs). This notice is issued in accordance with [Insert Applicable Law, e.g., the Bank Secrecy Act and 31 U.S.C. 5318(g)(2)].

1. PROHIBITION OF DISCLOSURE

You are strictly prohibited by law from disclosing to any person involved in a transaction, or to any third party, that a transaction has been reported, or that a SAR has been filed or is being considered. This is commonly referred to as "tipping off."

2. SCOPE OF CONFIDENTIALITY

This prohibition applies to the SAR itself, any information that would reveal the existence of a SAR, and any internal discussions or documentation related to the filing process. This obligation remains in effect indefinitely.

3. LEGAL PENALTIES

Unauthorized disclosure of SAR-related information is a federal offense. Penalties for violation may include:

- Significant individual criminal fines;
- Imprisonment for up to [Insert Number] years;
- Civil money penalties;
- Immediate termination of employment.

4. ACTION REQUIRED

If you receive a subpoena, a request from a third party, or an inquiry from an unauthorized individual regarding a SAR or a potential filing, you must immediately notify the [Compliance Officer/Legal Counsel] without responding to the request.

By signing below, you acknowledge that you have read this warning, understand the legal requirements of SAR confidentiality, and agree to comply with these non-disclosure obligations.

Recipient Signature

Date

Compliance/Legal Officer Name