

Dear [Employee Name],

Welcome to [Company Name]! We are pleased to provide you with your official office building security keycard.

This card grants you access to [Building Name/Specific Areas] during [Standard Business Hours/24-7 Access]. Please keep this card with you at all times while on the premises.

Security Guidelines:

- Do not lend your card to others.
- Do not leave your card unattended.
- Report lost or stolen cards immediately to [Security Department/Manager Name] at [Phone Number/Email].
- Ensure the door closes securely behind you when entering or exiting.

To activate your card or report any technical issues, please visit the [IT/Security Desk] located at [Location].

Thank you for helping us maintain a safe and secure workplace.

Sincerely,

[Your Name/Department Name]
[Company Name]