

DATE: [Insert Date]

TO: [Insert Employee/Contractor Name]

FROM: [Insert Department/Security Officer Name]

SUBJECT: ADVISORY: Physical Access Control and Trade Secret Protection

Dear [Insert Name],

This letter serves as a formal advisory regarding the physical security protocols required to protect [Company Name]'s trade secrets and proprietary information. As an authorized individual with access to [Insert Specific Area/Facility Name], you are required to adhere to the following access control measures:

- **Restricted Zones:** Access is limited to designated areas necessary for your job functions. Unauthorized entry into marked "Sensitive" or "Confidential" zones is strictly prohibited.
- **Credential Usage:** Your security badge or access key is assigned to you personally. You must not lend your credentials to any other individual or use them to grant access to unauthorized persons (tailgating).
- **Visitor Escort:** Any visitors must be registered at the front desk and must be escorted by an authorized employee at all times while in areas where trade secrets are stored or discussed.
- **Clean Desk Policy:** Ensure that all sensitive documents, prototypes, and storage devices are locked in designated cabinets or drawers when you are away from your workspace.
- **Reporting:** You are obligated to immediately report any lost access credentials, propped doors, or suspicious individuals observed within the premises to the Security Department.

Please be advised that these physical controls are essential legal measures used to maintain the "secrecy" status of our intellectual property. Failure to comply with these protocols may result in disciplinary action, up to and including termination of employment or contract.

By continuing your engagement with [Company Name], you acknowledge your understanding of these physical security requirements.

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Company Name]