[Date]

To: [Staff Member Name]
From: [Compliance Officer/Manager Name]
Subject: Mandatory Anti-Money Laundering (AML) Orientation

Dear [Staff Member Name],

Welcome to [Agency Name]. As part of your onboarding process, you are required to complete an orientation on Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) protocols.

As an agency, we are legally obligated to prevent our services from being used for financial crimes. During this orientation, you will learn about:

- Key AML laws and regulations applicable to our industry.
- How to identify "red flags" and suspicious activities.
- Our internal Know Your Customer (KYC) procedures.
- The internal process for reporting suspicious transactions to the Compliance Officer.

Orientation Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Room Number or Virtual Meeting Link]

Please review the attached AML Policy Handbook prior to the session. Participation is mandatory for all agency staff to ensure full legal compliance.

If you have any questions, please contact the Compliance Department at [Email/Phone].

Regards,

[Signature]
[Name]
[Title]