memorandum

To: All Staff

From: Anna Lee, Executive Assistant

Date: July 15, 2015

Subject: Reception Door Security

It has come to our attention that the door in reception is being constantly left open during the day. This poses a security risk. At great cost, the door in reception has been fitted with a quality security code. It is therefore very important that this door stays locked at all times.

Please ensure that you close the door securely and use your security code to enter the building.

Failure to comply with these regulations will result in disciplinary action.

Thank you for your cooperation!

Best,

Anna Lee