

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Security Officer Responsibilities

We are pleased to acknowledge your acceptance of the position of Security Officer with [Company Name]. This letter aims to reiterate the key responsibilities and expectations associated with your role.

As a Security Officer, you are required to:

1. Monitor and authorize entrance and departure of employees, visitors, and other persons to maintain security of premises.
2. Conduct regular patrols of the property to ensure safety.
3. Respond to alarms and investigate disturbances.
4. Ensure compliance with local, state, and federal regulations regarding safety and security.
5. Prepare and submit reports regarding incidents and daily activities.

By signing below, you acknowledge that you understand these responsibilities and agree to perform them to the best of your ability.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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[Employee's Signature]

[Date]