

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Security Guard Policy Acknowledgment

I, [Employee Name], hereby acknowledge that I have received, read, and understood the [Company Name] Security Guard Policies and Procedures as outlined in the employee handbook. I agree to adhere to these policies while performing my duties as a security guard.

I understand the importance of these policies in ensuring a safe and secure environment for all employees, visitors, and property. I am aware that failure to comply with these policies may result in disciplinary action, up to and including termination of employment.

Please sign and return this letter to acknowledge your understanding of and commitment to the security guard policies.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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Acknowledgment

I, [Employee Name], acknowledge the receipt of the Security Guard Policies and agree to abide by them.

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[Employee Signature]

[Date]

[Employee ID (if applicable)]