Your Name

Title

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

The supervisor of building-E Mr. Shafquet has reported that many employees are not wearing the employment id badges despite being given several warnings.

It is to mention that every employee must wear the employment id badge during his/her stay at the work. A spot visit will be made by the manager Mr. [XYZ] in the coming week. If an employee is found without carrying his/her identity card serious disciplinary action will be taken against him/her.

It is our responsibility to obey the workplace rules and regulations.

With thanks

Your Name