Your Name

Company Name

Street Address City, ST ZIP Code

Date

RE: Notification of wearing ID cards

Dear RE: Notification of wearing ID cards:

Dear staff, this is to update all of you to please note to carry their identity cards. It will benefit the management to give diverse identities to affiliates. Furthermore, all the fresh staff members should bring a transitory ID card with them. Hence, we implore you all to carry it without missing the mark.

The executive is beholding a good collaboration from the personnel and adherents. The firm has similarly prepared an exacting imperative to transmit identity cards every day to the workplace. Mislaying or not bringing the ID card will affect in designing as absent for all the workers. Our Board is constructing these firm guidelines for the security and persuades the staffs and management.

Anyone engaged at for more than half of a year must have their own employee ID card with their name, image, date of birth, and signature. The card is generally dispensed on the first day at labor and should be reintroduced every two years. People with a dissimilar sort of association to the company can gain non-personal passes as allowance.

It is being hoped that all of you will follow the above-given instructions without any flop. As nobody wants a laborious but unpaid day anyway.

Sincerely,

Your Name

Title