Hello Everyone!

I hope all of you will be doing well these days. You know that a workplace is always associated with some rules and regulations. These are to be followed by all means. Cooperation of both, management and employees make any workplace environment friendly. During my surprise visit on 10-04-20XX, I found a discrepancy between my expectations and your acts. I noticed that most of the employees were not wearing the company issued ID card. Although some of you were wearing their proportion was minute. This is a clear-cut violation of our rules and regulations.

In our last meeting, you all were directed to wear the company ID card in order to make it easy for the security guards to recognize you all. Also, we have fully equipped cafeteria, in-house gym, car parking and other amenities that are solely meant for our employees. So, how would we get to know whether the person inside our four walls is our employee or not?

You all, through this circular, are bound to wear your ID cards issued by the company during working hours. Anybody, found without it, will be liable to severe penalty.

Yours sincerely,

Anderson

15-04-20XX