Dear Employees,

I hope you all will be enjoying your days working here in the office. I wish all of you a happy weekend. We strive hard to create a friendly and relaxed working environment for our employees. Yesterday, I received a letter from the manager, and I was happy to know that all office routines were being followed as per instructions delivered to all of you. At the same time, I was a bit disappointed after knowing that some of you were not wearing your office ID cards despite being given many warnings.

We know that nobody wants to carry the ID card with him or her all the time. We only want you to carry it during working hours. It helps you look professional and decent as well. By carrying it, you will be able to maintain your individual identity in the office.

You all are hereby informed through this circular that you must be wearing the company issued ID card during your stay in the office. A surprise visit from the CEO is also expected next week. If any employee will be found not carrying his/her ID card, strict disciplinary action will be taken against him/her.

I am sure you will comply with the instruction.

Yours sincerely,

Anderson.