To: Recipient Name

From: Your Name

CC: CC Name

The company (name of the company) strives to create a friendly environment for all the working staff members. This is the reason that the company’s administration is always up for solving any issue faced by any of our employees. However, in order to retain this environment, the company would require an equal effort by the employees. This cooperation of the staff members with the administration of the company would help us in providing you with the best environment so you can work peacefully and show your potential.

It has been recently observed by the company’s administration that many employees do not wear their ID cards regularly although the company has earlier issued a notification stating that it is compulsory for every employee to wear the identity badges provided by the company. The company is therefore forced to implement a fine on any person who is seen without an ID from (date or month) onwards. Moreover, after (mention time/ month) a spot visit would be performed by the manager at any day of the month and anyone found with missing ID card would have to face a necessary disciplinary action by the administration.

We expect you to comply with the rule strictly and wear your ID cards during office hours to strengthen the professional environment. If anyone has lost the badge, please visit the office of Mr. (name of the employee). Mr. (name of the employee) would assist you in getting a new ID card for yourself. Have a great weekend.

[XYZ]