To

[Recipient Name]  
[Designation]  
[Department Name]  
[Company Name]

Subject: Letter to employees for wearing ID badges at workplace

Hello everyone,

This is Johnson, CEO of Johnson pharmaceuticals Pvt. Ltd. I have been noticing many of the employees indulging in the bad practice of not wearing ID badges at the office premises. Perhaps you are not well aware of the importance of wearing an ID card at the workplace. It will not only help maintain good security within the office but also creates a bond between employees and management on account of following the rules. Being employees of a well-esteemed company, you must feel proud while showing your identity to community members who visit the office.

It is a mandatory practice as per company rules and those who do not abide by the rules will be dealt with strictly from now onward. In my upcoming meeting with you, I am going to make it a compulsory part of your job and you know what ‘compulsory’ means when it is said by a boss. Effective from X July, 20XX, no employee will be allowed to enter the office premises unless he/she wears the ID card. I have directed security guards in this regard.

Yours Sincerely,

[Your Name]