To

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

Subject: Letter to employees for wearing ID badges at workplace

Hello everyone,

I have taken a serious notice of malpractice being carried out here in my company. Many of the employees have been reported not to wear the ID badges during working hours thereby breaching company rules and regulations set for the employees. In my last meeting with you, wearing your ID cards had been made an essential part of the job owing to the security conditions prevailing in the country. You know very well that ID cards are meant for identifying employees and hence prevent the entry of any outsider within the premises.

Therefore, keeping the situation in mind, take it positively rather than thinking it as a burden. This rule had been made for your own sake. You must understand that company has every right to make its employees follow the rules. From now onward, no employee should enter the office without an ID card. It must also be noted that strict disciplinary action will be taken against those who breach the rules along with written explanations. Such kind of behavior will not be tolerated anymore, and extensive explanations can lead towards the termination of your contract.

I hope you will do as directed.

Yours sincerely,

[Your Name]