Date:

To

[The Recipient]  
[Address]

Dear employees,

This letter is being issued to notify you about the new rules and regulations regarding the employee workplace ID card as well as to emphasize the importance of observing those rules.

Due to the unfavorable security conditions, the improvement in security maintenance is the need of the hour. It has become even more important to confirm the identity of an employee, so as to limit any mishaps. All the employees have already been issued the work ID cards. However, it has often been observed, that the employees do not take keeping and wearing them seriously.

According to new rules and regulations, effective from 1st September 20XX, the following rules should be observed:

* All the employees should show, and scan their ID cards, before entering the organizational premises.
* All the employees should wear their ID cards throughout the working day.
* No employee can lend, borrow, or use any other employee’s ID card for any purpose.
* No employee can share his/her confidential coded information stored on the ID card with anyone.
* If an employee forgets to bring his ID card to work, he would be sent back home to bring it.
* If anyone is seen going against the rules and regulations, the employee would be responsible for the consequences, that may include suspension or termination.

We hope that the employees would understand the necessity of new rules, and we expect them to adhere to these rules and regulations strictly.

Thank you.

Regards,

Silvia Smith.