To Date:

The HR Manager, Place:

XYZ Foundation,

Address of the company.

Sub: Request for ID Card.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ joined newly in the organization as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department. My employee id is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Here I am requesting you to kindly issue my employee Identity card.

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_