

# Employee ID Card Application

Date: [Insert Date]

To,

The HR Manager,  
[Company Name]  
[Company Address]

Subject: Application for Employee ID Card

Dear [HR Manager's Name],

I am writing to request the issuance of my Employee ID Card. I am a new employee in the [Department Name], and my employee ID is [Employee ID].

The ID card is essential for my access to the company premises and various facilities. I have attached the required documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Kind regards,

[Your Name]  
[Your Position]  
[Department Name]  
[Contact Information]