

Employee ID Renewal Notice

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee Name],

We would like to inform you that your Employee ID is due for renewal on [Renewal Date]. Please ensure that you complete the necessary steps for renewal to avoid any disruption in your access to company facilities and services.

Should you have any questions or require assistance during the renewal process, please do not hesitate to contact the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]