

# Employee Identification Number Assignment

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to inform you that you have been assigned an Employee Identification Number (EIN) as part of our company's protocol for employee records.

Your Employee Identification Number is: **[EIN Number]**.

This number will be used for all official documentation, payroll, and benefits administration within the company.

Please keep this number confidential and secure. If you have any questions or require further assistance, do not hesitate to reach out to the Human Resources department.

Welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]