

Temporary Employee Identification Approval

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are pleased to inform you that your request for temporary employee identification has been approved. Your ID number is [Insert ID Number]. This identification will allow you access to company premises and systems for the duration of your temporary employment.

Please acknowledge receipt of this letter and keep your identification with you at all times while on company property. If you have any questions or need further assistance, do not hesitate to contact our HR department.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]