

Identification Verification Protocols

Date: [Date]

To: [Employee Name]

From: [Your Name]

Subject: Identification Verification Protocols

Dear [Employee Name],

As part of our commitment to ensuring a secure workplace, we have established identification verification protocols that all employees must comply with. Please find the details outlined below:

Identification Verification Steps:

1. **Document Submission:** Employees must submit a valid government-issued photo ID, such as a driver's license or passport.
2. **Verification Process:** Submitted IDs will be verified by our HR team within [Number of Days] days of submission.
3. **Additional Verification:** In case of discrepancies, further verification documents may be requested.
4. **Confidentiality:** All personal information will be kept confidential and used solely for the purpose of identification validation.

Please ensure that your documents are submitted to [HR contact or email address] by [submission deadline]. Failure to comply with these protocols may result in access restrictions to company resources.

If you have any questions or require assistance, do not hesitate to contact [HR contact name] at [HR contact number/email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]