

# Employee Identification Requirements for Construction Site

Date: [Insert Date]

To: [Employee Name]

Subject: Identification Requirements for Construction Site Access

Dear [Employee Name],

As part of our safety and compliance protocols for the construction site, all employees are required to present specific identification to ensure a secure working environment. Please review the identification requirements listed below:

- Valid Government-Issued Photo ID (e.g., Driver's License, Passport)
- Social Security Card or equivalent for identity verification
- Work Eligibility Documents (e.g., I-9 Form, Green Card if applicable)
- Any additional certifications relevant to the construction role (e.g., OSHA Certification)

Please ensure that you bring these documents on your first day at the construction site, as access will be restricted without proper identification.

If you have any questions or need further clarification, feel free to contact the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]