**Request letter to HR for issuing an New employee ID card**

From:

Arjun Singh

54, Giridhar Apartments

New Delhi

Date: October 22th, 2020

To,

The HR Manager

Jubilant Technologies

New Delhi

Sub: Request for Issuing New Employee ID Card

Dear Sir,

I, Arjun Singh, have newly joined Jubilant Technologies and I am writing this letter to request you to please issue me the employee identity card. My employee ID is 123456 and I have joined as Marketing Executive in the Marketing Department.

Kindly issue me my employee ID card as soon as possible.

Thanking in anticipation.

Sincerely,

Arjun Singh

**Request Letter Format for Duplicate id Card**

From:

Arjun Singh

54, Giridhar Apartments

New Delhi

Date: August 21st, 2020

To,

The HR Manager

Jubilant Technologies

New Delhi

Sub: Request for Issuing Duplicate Employee ID Card

Dear Sir,

I, Arjun Singh (Employee ID 123456), am working in the Marketing Department of Jubilant Technologies as Marketing Department from last two years.

I have recently lost my employee ID card. I have looked for it everywhere but I have been unable to find it. Therefore, I am writing this letter to request to please issue a duplicate employee ID card to me at the earliest.

Thanking in anticipation.

Sincerely,

Arjun Singh