
To: Supervisor
Cc: Facilities
Subject: ID Badge Issued Email Attachment #1

Dear Supervisor Name,

This is to notify you that an Identification Badge (ID) has been Issued to:

- **JOHN DOE - #e000000 – TITLE OF POSTION**

You are now required to complete a Key-Card request form for your employee to pick up their keys and have their ID badge programmed. Please use the following Link to printout a Key-Card request form. You may have to copy the link into your browser to use.

<http://myportal.hdhs.org/depts/fac/layouts/15/start.aspx#/SitePages/Home.aspx>

If you have any questions regarding the form please contact Facilities at ext. 14955.

Programming ID Badge #00000

Thank you