

**Office of Human Resources**

**C. Robinson Hall**

**T: (301) 860-3450 F: (301) 860-3453**

*Office of Human Resources*

***MEMORANDUM***

**To: Business Services**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office of Human Resources**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: New Employee Identification Card**

**This is to certify that, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is a new employee effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Should you have any further questions, or need additional information, please feel free to contact the Office of Human Resources at ext. 3450.**

**Thank-you for your assistance.**

**Please Note: The employee may present this form at the Student Union first floor to obtain an Identification Card during the following hours:**

**Monday to Friday: 9:00 AM – 4:00 PM**