Date: [Insert Date]

To: [Recipient Name/HR Department]
From: [Sender Name]
Subject: Employee Name and Department Details

Dear [Recipient Name],

Please find the employee identification and department assignment details listed below:

- **Full Name:** [Employee First and Last Name]
- **Employee ID:** [ID Number]
- **Department:** [Name of Department]
- **Job Title:** [Current Position]
- **Manager/Supervisor:** [Manager Name]
- **Office Location:** [Building/Floor/Remote]

If you require any additional information regarding these records, please let me know.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]