

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Notification of Uniform Order and Issuance

Dear [Employee Name],

This letter is to formally confirm the order and issuance of your company uniform. Based on the requirements for your role, the following items have been prepared for you:

Item Description	Size	Quantity
[Item Name, e.g., Shirt]	[Size]	[Qty]
[Item Name, e.g., Trousers]	[Size]	[Qty]
[Item Name, e.g., Jacket]	[Size]	[Qty]

Terms and Conditions:

- The employee is responsible for the proper care and maintenance of the issued uniforms.
- Uniforms must be worn during all working hours in accordance with the company dress code policy.
- In the event of damage due to negligence, the employee may be liable for replacement costs.
- All issued items remain the property of [Company Name] and must be returned upon termination of employment.

Please sign below to acknowledge that you have received the items listed above in good condition.

Issued By: _____ (Signature)

Name/Title: [Insert Name/Title]

Employee Acknowledgment:

I confirm receipt of the uniforms listed above and agree to abide by the company's uniform policy.

Employee Signature: _____

Date of Receipt: _____