

# Memorandum

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**To:** New Employees  
**From:** Human Resources  
**Re:** Employee Identification Card Information

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Please provide the following information, to be shown on your WESA Employee ID Card:

**PLEASE PRINT**

Employee Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Height: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Hair Color: \_\_\_\_\_

Thank you for your cooperation.