

# Badge Deactivation E-Mail Template



Mon 2/13/2017 12:33 PM

Hoehn, Jake

Please Deactivate Badge # XXXXXX (Name: LAST, FIRST MIDDLE)

To: Badging

Good Afternoon,

Please deactivate the following badge:

- Last Name, First Name Middle Name, Badge #
- Reason for deactivation? (Employee termination, lost, stolen, suspension, military leave, medical leave, other?)
- Last day of employment (if applicable)?
- Expected return from suspension, leave, etc (if applicable)?
- Is the badge in the possession of your company?

Thanks,

**JAKE HOEHN** | *Badging Supervisor, MSP Badging Office* | **O:** 612-467-0781 | [www.MetroAirports.org](http://www.MetroAirports.org)  
**Metropolitan Airports Commission** | 4300 Glumack Drive, HC-5690, Saint Paul, MN 55111

# Badge Return Envelope

