

Emergency Contact Update

Dear [Supervisor/HR Manager's Name],

I am writing to update my emergency contact information on file. Please find the details below:

New Emergency Contact Information

Name: [Emergency Contact Name]

Relationship: [Relationship to you]

Phone Number: [Contact Number]

Email Address: [Email Address]

If you have any questions or require further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Date]