

# Employee Details Change Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Update of Employee Details

Dear [Manager's Name],

I am writing to formally request a change to my employee details in the company records. Please find the updated information below:

- **Employee ID:** [Your Employee ID]
- **Previous Address:** [Your Previous Address]
- **New Address:** [Your New Address]
- **Phone Number:** [Your Phone Number]
- **Email Address:** [Your Email Address]

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]