

Worker Information Refresh

Dear [Employee Name],

We hope this message finds you well. As part of our commitment to maintaining accurate employee records, we are conducting a routine refresh of worker information.

Please take a moment to review and update your personal information by filling out the attached form and returning it to HR by [Due Date]. It is important that we have your most current details to ensure effective communication and accurate record-keeping.

Information to be updated includes:

- Contact Information
- Emergency Contact
- Bank Details for Payroll
- Any Changes in Marital Status or Dependents

Thank you for your prompt attention to this matter.

Best Regards,
[Your Name]
[Your Position]
[Company Name]