

New Hire Contact Details

Dear [New Hire's Name],

Welcome to the team! To ensure we have your correct contact information, please provide the following details:

- **Full Name:**
- **Preferred Name:**
- **Email Address:**
- **Phone Number:**
- **Home Address:**
- **Emergency Contact Name:**
- **Emergency Contact Phone Number:**

Please return this information by [due date]. If you have any questions, feel free to reach out.

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