

Employee Contact Detail Confirmation

Date: [Insert Date]

Dear [Employee Name],

We are reaching out to confirm your current contact details as part of our records update. Please review the information below:

Email Address: [Insert Email]

Phone Number: [Insert Phone Number]

Home Address: [Insert Address]

If any of the above information is incorrect or has changed, please reply to this email with the updated details by [Insert Deadline].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]