

# New Employee Contact Detail Submission

Dear [Manager's Name],

I hope this message finds you well. I am writing to submit my contact details as requested. Please find my information below:

**Full Name:** [Employee's Full Name]

**Phone Number:** [Employee's Phone Number]

**Email Address:** [Employee's Email Address]

**Emergency Contact:** [Emergency Contact Name]

**Emergency Contact Phone Number:** [Emergency Contact Phone Number]

Please let me know if you require any additional information.

Thank you!

Sincerely,  
[Employee's Name]  
[Employee's Position]