

# Onboarding Contact Information Requirements

Dear [Employee's Name],

Welcome to [Company Name]! As part of our onboarding process, we kindly request that you provide us with the following contact information:

- **Personal Phone Number:** [Your Phone Number]
- **Personal Email Address:** [Your Email Address]
- **Emergency Contact Name:** [Name]
- **Emergency Contact Phone Number:** [Phone Number]
- **Home Address:** [Your Address]

Please complete the above information and return it to us by [Due Date]. Your prompt response will ensure a smooth onboarding experience.

If you have any questions, feel free to reach out to the HR team at [HR Email] or [HR Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]