

Onboarding Contact Information

Dear [Employee Name],

Welcome to [Company Name]! As part of the onboarding process, we need the following contact information:

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

Please send this information to [HR Contact Email] by [Due Date].

Thank you,

[Your Name]

[Your Job Title]

[Company Name]