

Verification of New Hire Contact Information

Date: [Insert Date]

Dear [New Hire's Name],

Congratulations on your new position at [Company Name]! To ensure we have the correct information on file, please verify your contact details below:

- **Full Name:** [New Hire's Full Name]
- **Address:** [New Hire's Address]
- **Phone Number:** [New Hire's Phone Number]
- **Email Address:** [New Hire's Email]

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 attention to this matter. We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]