

Formal Notice

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Employee Department]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Dear [Employee Name],

This notice serves to formally request an adjustment to your contact records in our company database. We have noticed that your current contact information is outdated. To ensure effective communication, we require the following updates:

- Phone Number: [New Phone Number]
- Email Address: [New Email Address]
- Emergency Contact: [Emergency Contact Name & Phone]

Please review the proposed changes and confirm your agreement by [Insert Response Deadline]. Should you have any questions or require further assistance, do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Company Name]

[Contact Information]