

Notice: Update of Emergency Contact List

Date: [Insert Date]

Dear [Employee/Staff Name],

We are in the process of updating our emergency contact list to ensure the safety and well-being of all employees. Please take a moment to review your current emergency contact information and make any necessary changes.

If your emergency contact information has changed, please fill out the attached form and return it to [designated person or department] by [insert deadline]. This information is crucial in case of emergencies.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]