

Emergency Contact Information Request

Dear [Employee's Name],

As part of our commitment to ensuring a safe and secure workplace, we are updating our records of emergency contact information. Please provide the contact details of someone who can be reached in case of an emergency.

Emergency Contact Information

Name: _____

Relationship: _____

Phone Number: _____

Email Address: _____

Please return this form to HR no later than [due date]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]