

Emergency Contact Notification

Date: [Insert Date]

Dear [Employee's Name],

This letter serves to inform you that we have identified the need to update our emergency contact records. In the event of an emergency, it is crucial that we have accurate and up-to-date information to ensure your wellbeing.

Please provide the following information by [Insert Deadline]:

- Name of Emergency Contact:
- Relationship to Emergency Contact:
- Phone Number:
- Email Address:
- Alternate Contact (if applicable):

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]