

# Emergency Contact Declaration

Date: \_\_\_\_\_

To whom it may concern,

I, **[Employee Name]**, hereby declare my emergency contact details as part of my employee record.

## Emergency Contact Information

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Alternate Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

In the event of an emergency, I authorize my employer to contact the above individual to receive information regarding my condition or whereabouts.

Thank you for your attention to this important matter.

Sincerely,

**[Employee Signature]**

**[Employee Name]**

**[Employee Position]**