

Emergency Contact Policy

Date: [Insert Date]

To: [Insert Employee's Name]

From: [Insert Organization's Name]

Subject: Emergency Contact Policy Reminder

Dear [Employee's Name],

As part of our commitment to ensuring the safety and well-being of all employees, we would like to remind you of our Emergency Contact Policy. This policy is essential in case of any emergency situations that may arise during work hours.

Emergency Contact Information

- Each employee is required to provide at least two emergency contacts.
- Emergency contacts should be individuals who can be easily reached during work hours.
- Changes to your emergency contact information must be reported to HR immediately.

Please complete the Emergency Contact Form attached and return it to the HR department by [Insert Deadline]. Your prompt attention to this matter is greatly appreciated.

If you have any questions or require further information regarding the Emergency Contact Policy, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]