

# Emergency Contact List Distribution

Date: [Insert Date]

Dear Team,

As part of our commitment to workplace safety, we are distributing an updated emergency contact list. This list is crucial for ensuring that all employees can be reached in case of an emergency situation.

Please review the attached emergency contact list carefully. You are encouraged to provide any updates to your contact information as necessary. The safety of our workplace is a shared responsibility, and having accurate contact details is essential for effective communication during emergencies.

If you have any questions or need to update your information, please contact [Insert Contact Person's Name and Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Attachment: Emergency\_Contact\_List.pdf