

Emergency Contact Changes Notification

Date: [Insert Date]

To: [Insert Museum Personnel's Name]

Position: [Insert Position]

Dear [Insert Personnel's Name],

This letter serves to inform you that we have updated the emergency contact details associated with your personnel file. Please review the changes below:

New Emergency Contact Information:

- Name: [Insert New Contact Name]
- Relationship: [Insert Relationship]
- Phone Number: [Insert New Contact Phone Number]
- Email Address: [Insert New Contact Email]

It is crucial for the safety of all personnel that these details are kept current. If there are any further changes in the future, please notify the HR department immediately.

Thank you for your attention to this matter.

Best regards,

[Insert Your Name]

[Insert Your Position]

[Insert Museum Name]