

Critical Contact Information Renewal

Dear [Employee Name],

As part of our ongoing commitment to ensuring the safety and well-being of our employees, we are conducting a renewal of critical contact information.

Please take a moment to review and update your contact details as necessary by completing the attached form. This information is crucial for us to reach you in case of an emergency.

Kindly submit your updated information by [Submission Deadline]. If you have any questions, feel free to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]