

# Employee Emergency Contact Details Revision

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Subject: Revision of Emergency Contact Details

Dear [Employee Name],

We are reaching out to request an update to your emergency contact details.

## **Current Details:**

**Name:** [Current Contact Name]

**Relationship:** [Relationship]

**Phone Number:** [Current Contact Number]

**Address:** [Current Contact Address]

## **Revised Details:**

**Name:** [Revised Contact Name]

**Relationship:** [Relationship]

**Phone Number:** [Revised Contact Number]

**Address:** [Revised Contact Address]

Please confirm that the information above is accurate and complete or provide any necessary updates by [Insert Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]