

Employee Emergency Contact Record Amendment

Date: [Insert Date]

To: [HR Department], [Company Name]

Subject: Amendment of Emergency Contact Information

Dear [HR Manager's Name],

I am writing to request an amendment to my emergency contact information on file. Due to recent changes in my personal circumstances, I would like to update my emergency contacts as follows:

Current Emergency Contact Information:

Name: [Current Contact Name]

Relationship: [Current Contact Relationship]

Phone Number: [Current Contact Phone Number]

Updated Emergency Contact Information:

Name: [New Contact Name]

Relationship: [New Contact Relationship]

Phone Number: [New Contact Phone Number]

Please let me know if you require any further information or documentation to process this amendment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]