

# Staff Safety Contact Details Update

Dear [Employee Name],

We are reaching out to ensure that we have the most current safety contact details on file for you. It is essential for us to maintain accurate records to ensure your well-being in case of an emergency.

## Updated Contact Information:

Full Name:

Emergency Contact Phone Number:

Relationship to Emergency Contact:

Email Address:

Please ensure that this information is accurate and up to date. If you have any questions, feel free to contact the HR department.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]