

Team Emergency Contact List Adjustment

Date: [Insert Date]

To: [Team Name/Department]

Dear Team,

This letter serves as a notification of adjustments made to our team emergency contact list. The following changes have been implemented:

- **Employee Name:** [Name 1] - **New Contact Number:** [Number 1]
- **Employee Name:** [Name 2] - **New Contact Number:** [Number 2]
- **Employee Name:** [Name 3] - **New Contact Number:** [Number 3]

It is essential that everyone is aware of these updates to ensure effective communication during emergencies.

If you have any further adjustments or questions, please reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]