

Emergency Contact Update

Dear [Team Member's Name],

We hope this message finds you well. As part of our ongoing commitment to your well-being, we would like to ensure that we have your most current emergency contact information on file.

Please take a moment to provide us with the updated details of your emergency contact:

- Name: _____
- Relationship: _____
- Phone Number: _____
- Email Address: _____

Make sure to send your updated information by [Due Date]. If you have any questions or need further assistance, feel free to reach out to [Contact Person's Name] at [Contact Email/Phone].

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]