

Emergency Contact Update Reminder

Dear [Employee's Name],

This is a friendly reminder to review and update your emergency contact information. It is important that we have the most current details on file in case of an emergency.

Please take a moment to verify the following information:

- Primary Contact Name: [Current Name]
- Primary Contact Phone: [Current Phone]
- Secondary Contact Name: [Current Name]
- Secondary Contact Phone: [Current Phone]

If you need to make any changes, please contact [HR Department Contact Information] by [deadline].

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]