

Important Announcement: Revised Emergency Contact Details

Dear [Recipient's Name],

We would like to inform you that our emergency contact details have recently been updated. Please find the revised information below:

New Emergency Contact Details:

Emergency Services: 911

Facility Manager: [Manager's Name] - [Manager's Phone Number]

Human Resources: [HR Contact Name] - [HR Phone Number]

We urge you to update this information in your records. In case of an emergency, please do not hesitate to reach out to the above contacts.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]