

# Notification of Updated Emergency Contacts

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your emergency contact information has been successfully updated in our records. To ensure the safety and wellbeing of all employees, it is important that we maintain accurate and current emergency contact details.

## Updated Emergency Contacts:

- Name: [Contact Name 1]
- Relationship: [Relationship to the Employee]
- Phone Number: [Contact Phone Number 1]
  
- Name: [Contact Name 2]
- Relationship: [Relationship to the Employee]
- Phone Number: [Contact Phone Number 2]

If you believe any information is incorrect or if you wish to make further changes, please do not hesitate to contact the HR department at [HR Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]