[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**To All Employees**,

**Subject: Request for Updated Emergency Contact Details**

**Dear Team**,

As part of our commitment to maintaining a safe and responsive work environment, we are updating our records to ensure that we have the most accurate emergency contact information for all employees. This information is vital to enable us to reach your designated contact person promptly in the event of an emergency.

**What We Need from You**:

1. Please review and confirm that the emergency contact information currently on file is accurate.
2. If updates are needed, provide the following details:
* Full Name of Emergency Contact
* Relationship to You
* Primary Phone Number
* Alternate Phone Number (if available)
* Email Address (if applicable)
* Mailing Address

**Deadline for Submission**:

Please complete and return the attached [Emergency Contact Update Form/online link, if applicable] no later than [Deadline, e.g., “close of business on [Date]”].

**How to Submit**:

* [*Method 1: Email*]: Send your completed form to [HR Contact Name] at [Email Address].
* [*Method 2: In Person*]: Drop off the completed form at [*Location, e.g., “the HR office”*].
* [*Method 3: Online Portal*]: If using an online system, provide login details or a link.

If you have any questions or need assistance, please feel free to contact [HR Contact Name] at [Email Address/Phone Number].

We appreciate your prompt attention to this matter, as it helps us ensure your safety and peace of mind.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................