

Subject: Action Required: Emergency Contact Information

Dear [Candidate Name],

Welcome to the team! As part of your onboarding process at [Company Name], we require you to provide emergency contact information for our records.

Please provide the following details for at least one primary contact:

- Full Name:
- Relationship to you:
- Phone Number:
- Email Address (Optional):

Please reply to this email with the requested information or complete the form via our onboarding portal at [Link] by [Date].

This information is kept confidential and will only be used in the event of an emergency.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]