

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Urgent: Missing Emergency Contact Information

Dear [Employee Name],

While conducting a regular audit of our personnel records, we noticed that your profile is currently missing emergency contact information.

For your safety and to ensure we can reach someone on your behalf in the event of an unexpected medical situation or workplace emergency, it is mandatory that we have at least one valid contact on file.

Please provide the following details by [Insert Deadline Date]:

- Contact Full Name:
- Relationship to You:
- Primary Phone Number:
- Secondary Phone Number (Optional):

You may submit this information by replying to this email, visiting the HR office, or updating your profile directly through the employee portal at [Insert Link].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]