

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on our team.

As part of our onboarding process and to ensure your safety while at work, we require all employees to provide up-to-date emergency contact information. This information will only be used in the event of a medical emergency or an urgent situation involving your welfare.

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

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

Please return this information to [Department/Name] by [Date]. If you have any questions regarding how this data is stored or used, please contact [Department Name].

Sincerely,

[Your Name/HR Department]
[Company Name]