

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to formally confirm your placement for the position of [Job Title] with [Company Name]. Your start date is scheduled for [Start Date] at [Time].

To finalize your onboarding process, we require your emergency contact information. Please provide the details for at least one primary contact person below:

- **Full Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Primary Phone Number:** \_\_\_\_\_
- **Secondary Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

Please return this information by [Deadline Date] to ensure all records are updated before your first day.

We look forward to welcoming you to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]