

Date: [Insert Date]

To: [Candidate Name]

Subject: Request for Emergency Contact Information

Dear [Candidate Name],

Congratulations on your upcoming start date with [Company Name].

As part of our standard onboarding process, we require all new employees to provide emergency contact information. This ensures we can quickly reach the appropriate person in the event of an urgent situation or medical emergency during your employment.

Please provide the following details:

- Primary Contact Name:
- Relationship to You:
- Phone Number (Mobile):
- Phone Number (Home/Work):
- Alternative Contact Name (Optional):
- Alternative Contact Phone Number:

Please return this information via email or through the employee portal by [Insert Date].

If you have any questions regarding how this information is stored or used, please feel free to contact the HR department.

Best regards,

[Your Name]

[Your Title]

[Company Name]