

[Date]

Subject: Request for Emergency Contact Information

Dear [Employee Name],

As you begin your seasonal employment with [Company Name], we want to ensure your safety and well-being while you are working with us.

Please provide the contact details for the person(s) we should notify in the event of an emergency. This information will be kept confidential and will only be used if an urgent situation arises.

Primary Emergency Contact:

- Full Name: _____
- Relationship: _____
- Phone Number: _____
- Alternative Phone: _____

Secondary Emergency Contact (Optional):

- Full Name: _____
- Relationship: _____
- Phone Number: _____

Please return this completed form to [Department/Manager Name] by [Date]. If your contact information changes during your contract, please notify us immediately.

Thank you for your cooperation.

Sincerely,

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