

Date: [Insert Date]

To: [Temporary Employee Name]
Employee ID: [Insert ID if applicable]

Subject: Request for Emergency Contact Information

Dear [Employee Name],

To ensure your safety and well-being while working with [Company Name], we require up-to-date emergency contact information for all temporary staff members.

Please provide the details for at least one person we should contact in the event of an emergency:

Primary Emergency Contact:

Full Name: _____

Relationship: _____

Phone Number (Primary): _____

Phone Number (Secondary): _____

Secondary Emergency Contact (Optional):

Full Name: _____

Relationship: _____

Phone Number: _____

Please return this information to [Department/Person Name] by [Insert Date]. This information will be kept confidential and will only be used in the event of an urgent situation.

Thank you for your prompt cooperation.

Best regards,

[Your Name]

[Your Title]

[Company Name]