

<<ADDRESS BLOCK>>

March 17, 2014

Dear <<FIRST NAME>>,

We are pleased that you have chosen to be such an active and vital part of our << DEPARTMENT>> Department in fulfilling be critical role of <<JOB ROLE>> since <<HIRE DATE >>. We strive to identify the best talent possible and hope your work with us is challenging and rewarding encourages you to continue your career with us far into the future.

A vast majority of our communications with you naturally occur in the workplace or using company e-mail and voicemail. On rare occasion, there are times when we need to contact you at home be it for an emergency or some type of requirement after regular business hours. To ensure that we are able to reach you in these circumstances, please verify that your home address at the top of this letter is correct. This is also used for mailing of employment forms like your annual W-2 for tax purposes. Therefore it is very important that the address we have is current and accurate.

Unlike many companies these days, we understand that your personal time is your own. As a company, it is our pledge to never utilize your personal contact information unless it is a true business or personal emergency. Likewise, your personal address and phone number are never made part of our internally public records. It is held by HR and your direct supervisor only.

We do not currently have a home phone number on file for you. We realize that in some cases people no longer have a home phone but instead use a mobile phone only. At your soonest convenience, please let us know either a home or mobile phone number we can utilize in case of emergency.

Thank you for being such a valued part of our team. We couldn’t provide the services we do without you!

- The Yugotit Training HR and Executive Teams