

Human Resources

201, Bergman Street phone: +31 5 66 999 888 fax: +69 2 5664 445 Springfield, MO 12004 ssc.hr@synergy.com

Emergency Contact List

Dear Emily Clark,

At Synergy, we introduced last year a programme. In Case of Emergency, ie, firefighters, and police officers, as well as hospital personnel, to contact your next of kin to obtain important medical or support information. It is important for your safety in such event that the information available to us is Below is a list of emergency contacts we have in our records:

Relationship	Contact Name		
Wife	Suzy User	Phone	E-mail
		999 645 2000	

Please review this carefully and make any changes if needed.

Yours Sincerely

Tom Clark.

Synergy Technology and Services Pvt. Ltd. Management: John Nash Registered Office: pentadore #123456.

Employee Reference: Emily Clark - admin

84,Wonderfull City Hope Road In the middle

Tel.: +91 80 33333333 Fax: +91 80 33333333

Web: www.synergy.corp E-mail:contactus@synergy.com