



Human Resources

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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 up-to date.

Below is a list of emergency contacts we have in our records:

Relationship	Contact Name	Phone	E-mail
Wife	Suzy User	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

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