

## MEMORANDUM

**TO:**

**FROM:** Paul Jones

**DATE:** 29<sup>th</sup> June 2012

### **Contact Details for Next of Kin**

We are updating our next of kin contact details that we currently hold on file. We need to ensure that we have both sufficient and accurate contact details of your next of kin, so that we would be able to notify them quickly in the event of serious illness or accident at work. Therefore, can you ensure that you provide both home and work (if applicable) contact details, including address, home/work telephone numbers and mobile numbers for two contacts and details of your doctor.

Please complete the table overleaf and return to Linda as soon as possible.

Regards,

**Paul**

**NEXT OF KIN CONTACT DETAILS FOR :** .....

<p><b>1<sup>st</sup> Contact Name:</b> ..... .....</p>	<p><b>Home Address:</b> ..... .....</p> <p><b>Home Tel:</b> .....</p> <p><b>Work Address:</b> ..... .....</p> <p><b>Work Tel:</b> .....</p> <p><b>Mobile:</b> .....</p>
<p><b>2<sup>nd</sup> Contact Name:</b> ..... .....</p>	<p><b>Home Address:</b> ..... .....</p> <p><b>Home Tel:</b> .....</p> <p><b>Work Address:</b> ..... .....</p> <p><b>Work Tel:</b> .....</p> <p><b>Mobile:</b> .....</p>
<p><b>Doctor:</b></p>	<p><b>Name:</b> .....</p> <p><b>Tel:</b> .....</p> <p><b>Address:</b> ..... .....</p>