
EMPLOYEE MEMORANDUM

TO: ALL ABCOW EMPLOYEES
FROM: ABCOW
RE: EMERGENCY CONTACTS

YOUR NAME: _____

In an effort to broaden our lines of communication with our employees, we are requesting that you supply us with an emergency contact name and alternative telephone number. **Please make sure this number is a number other than your home number.** We thank you for your cooperation and hard work!

EMERGENCY NAME: _____

TELEPHONE NUMBER: _____