Employee information update request email

Send an annual request in the fall, before open enrollment and year-end tax forms. Send targeted requests whenever mail bounces, a record is incomplete or you move to a new HRIS.

ANNUAL REVIEW

Subject: Please check your employee details by [Deadline]

Hi [First Name],

Once a year we ask everyone to check the information we hold for them. It takes about five minutes and makes sure your [Year] W-2, benefits mail and emergency contacts go to the right place.

Please log in to [Portal Name] at [Portal Link] by [Deadline] and check:

- Home address and mailing address
- Personal phone number and email
- Emergency contacts
- Preferred name
- Direct deposit account

If everything is correct, click "Confirm" so we know you've reviewed it. For a legal name change, see the note in the portal; we'll need to update payroll and tax records too.

Please don't send personal details or bank information by email. Use the portal or call [HR Contact] at [Phone].

Thanks,
[Your Name]
[Title], [Company]

TARGETED: MISSING OR OUTDATED RECORD

Subject: We need an updated [Missing Item] for you

Hi [First Name],

Our records show that your [Missing Item, e.g. emergency contact] is [missing / out of date]. Could you update it in [Portal Name] by [Deadline]?

It only takes a minute: [Portal Link]. If you can't log in, reply and I'll send a reset link, or stop by HR at [Location] during [Hours].

Thanks,
[Your Name]
[Title], [Company]

REMINDER

Subject: Reminder: confirm your details by [Deadline]

Hi [First Name],

A quick reminder that we haven't yet received your confirmation that your employee details are up to date. The deadline is [Deadline].

Log in here: [Portal Link]. It takes about five minutes.

If you've already done it, thank you, and please ignore this message.

[Your Name]
[Title], [Company]

MOVING TO A NEW HR SYSTEM

Subject: Check your details in our new HR system

Hi [First Name],

We've moved employee records to [System Name]. Your data was copied over from [Old System], but data moves are never perfect, so please check your record by [Deadline].

Pay extra attention to your address, emergency contacts and direct deposit details. If something is wrong, fix it in the system or tell [HR Contact].

You'll get a separate email with login instructions from [Sender Address]. We will never ask for your password or bank details by email.

Thanks,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Please check your employee details by [Deadline]
- We need an updated emergency contact for you
- 5 minutes: confirm your HR information
- Reminder: confirm your details by [Deadline]
- Check your details in our new HR system
- Is your home address still correct?
- Annual employee information review

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company] HR. Please check your address and emergency contacts in [Portal Name] by [Deadline] so your W-2 and benefits mail reach you: [Portal Link]. We will never ask for bank details by text.

Placeholders to replace: [First Name], [Deadline], [Year], [Portal Name], [Portal Link], [HR Contact], [Phone], [Missing Item], [Location], [Hours], [System Name], [Old System], [Sender Address], [Your Name], [Title], [Company]