Date: [Insert Date]

To: [Recipient Name or Department]
From: Human Resources Department
Subject: Human Resources Support Contact Information

To Whom It May Concern,

This letter serves to provide the official contact information for the Human Resources Support team at [Company Name]. Please use the details below for inquiries regarding employment verification, benefits, payroll, or general HR assistance.

Primary HR Contact Details:

- **Department Name:** [e.g., HR Shared Services]
- **Main Phone Number:** [Insert Phone Number]
- **Official Email Address:** [Insert Email Address]
- **Office Hours:** [e.g., Monday - Friday, 9:00 AM to 5:00 PM]
- **Mailing Address:** [Insert Full Office Address]

For urgent matters or specific case escalations, you may contact the HR Support Manager, [Manager Name], directly at [Manager Email/Phone].

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Company Name]