

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Human Resources Department Contact Information

Dear [Employee Name],

This letter provides the official contact details for the Human Resources Department. Please use the information below for inquiries regarding payroll, benefits, policies, or employment verification.

**HR Department Contact Details:**

Office Location: [Building Name/Floor/Room Number]

Main Phone Line: [Phone Number]

General Email: [Email Address]

Office Hours: [Start Time] to [End Time], [Days of the Week]

**Specific Points of Contact:**

Payroll Inquiries: [Name/Email]

Benefits Administration: [Name/Email]

Recruitment/Hiring: [Name/Email]

For urgent matters outside of office hours, please refer to the employee portal at [Website URL].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]