## horizontal line**Employee Contact List**

| **Name** | **[YOUR NAME]** |
| --- | --- |
| Company Name | [YOUR COMPANY NAME] |
| Date | [DATE] |

### **Overview**

The Employee Contact List is a useful resource for maintaining a quick reference of all employees' contact information. It aids in efficient internal communication, allowing easy access to essential details for all departments and levels of the organization.

### **Employee Contact List**

| **Employee ID** | **Employee Name** | **Job Title** | **Department** | **Email** | **Phone Number** | **Office Extension** |
| --- | --- | --- | --- | --- | --- | --- |
| EMP001 | John Smith | Sales Manager | Sales | john.smith@email.com | 555-123-4567 | 1234 |
| EMP002 | Jane Doe | Marketing Specialist | Marketing | jane.doe@email.com | 555-987-6543 | 5678 |
| EMP003 | Michael Johnson | Financial Analyst | Finance | michael.j@email.com | 555-456-7890 | 9101 |
| EMP004 | Sarah Brown | HR Coordinator | Human Resources | sarah.b@email.com | 555-789-1234 | 1121 |
| EMP005 | Emily Taylor | Customer Support Rep | Customer Support | emily.t@email.com | 555-345-6789 | 3141 |

### **Additional Information**

* This contact list is ideal for quick look-up of essential employee information.
* The template simplifies communication by displaying all necessary contact points.
* It is particularly valuable for remote teams or large organizations with multiple departments.
* Confidentiality of information should be maintained when sharing the contact list.