# 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.