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Dear Staff Member,

Can you please give us the following details in Block Capitals so we can keep your contact details up to date;

NAME;		
ADDRESS;		
DOP.		
DOB;		
JOB TITLE;		
LOCATION OF YOUR		
WORK;		
CONTACT / MOBILE		
NUMBER;		
STAFF NUMBER;		
EMAIL ADDRESS;		
Vone Cian atmos		
Your Signature;		
Date;		
Many thanks for your assistance		

Many thanks for your assistance.

Yours sincerely,

<u>Administrator</u> Administrator