[Company Name]  
[Address]  
[City, STATE, Zip]  
[Contact]  
[Website]

Date:

Dear [Recipient Name],

It is hereby brought to your notification that the company requires a continuous update of your personal information. It has been 3-months since the company last posted the details of its employees on the log.

According to the organization rules, all the workers are to keep the official records updated, and now is the time for it. We request you all to log in to your digital accounts on the website and revise your personal content, in case any.

The deadline for this task is 5-working days. Any deliberate delay will be penalized. Thank you for your cooperation!

Sincerely,

Mike McLellan,   
HR