



## Staff Change of Contact Details Form

Staff Name:

Department:

Position:

I am writing to inform you that I have recently

Moved to a new address / Changed my mobile number / Changed email address. (Please Circle)

**My previous address/Cell no/email address is as below:**

Address:

Mobile no:

Email address:

**My new address/cell no/email address is as below:**

Address:

Mobile no:

Email address:

Will be effective from (dd/mm/yy).....

Please update your record accordingly. If you have queries or questions then please contact me on.....

Yours faithfully

(Signature) Date: (Please leave the form at reception for Director of Studies or email to [info@europeancollegeoflaw.org.uk](mailto:info@europeancollegeoflaw.org.uk) (**within seven working days of change.**)