

Incident Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Racial Discrimination Incident

Dear [Recipient Name],

I am writing to formally notify you of an incident that occurred on [insert date of incident] involving racial discrimination within our organization.

Details of the incident are as follows:

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Individuals Involved:** [Insert Names or Positions]
- **Description of Incident:** [Provide a brief description of the incident]

This incident is a serious violation of our company policies and values. We are committed to ensuring a safe and inclusive work environment for all employees.

Please let me know a suitable time to discuss this matter further, and what steps will be taken to address this issue effectively.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]