

Critical Incident Debriefing Feedback

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Feedback from the Critical Incident Debriefing

Dear [Employee Name],

Thank you for participating in the recent debriefing session regarding the critical incident that occurred on [insert date of incident]. Your insights and feedback are invaluable to our continuous improvement efforts.

Summary of Key Points:

- **Incident Overview:** [Brief description of the incident]
- **Employee Response:** [Briefly highlight the employee's actions]
- **Team Reactions:** [Summary of team feedback]

Your Feedback:

Acknowledge the employee's feedback and any suggestions they provided during the session.

Next Steps:

Based on our discussion, we will take the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

If you have any more thoughts or feedback, please do not hesitate to reach out. Thank you once again for your professionalism and dedication during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]