

Critical Incident Debriefing Notification

Dear [Recipient's Name],

We are writing to inform you about a recent critical incident that occurred on [Date] during your shift in [Department/Unit]. As part of our commitment to providing support to our healthcare providers, we are organizing a debriefing session to discuss the event and its impact.

This debriefing session will take place on [Date and Time] in [Location]. It will be a safe space for you and your colleagues to express your thoughts and feelings regarding the incident. A trained facilitator will guide the session to ensure a supportive and constructive environment.

We encourage all staff members involved in the incident to attend. Your participation is vital to fostering a culture of openness and support within our team.

Please confirm your attendance by [RSVP Date] by replying to this email or contacting [Contact Information]. If you have any concerns or require additional support prior to the debriefing, do not hesitate to reach out.

Thank you for your continued dedication to patient care and for supporting each other during challenging times.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]