

Critical Incident Debriefing

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Dear [Recipient's Name],

This letter serves as a follow-up to the recent critical incident that took place on [insert date of incident]. As mental health professionals, it is imperative that we address the impact of this event on the individuals involved, our team, and the overall environment.

The purpose of this debriefing will be to provide a safe space for all participants to process their experiences, share feelings, and discuss the emotional aftermath of the incident. We aim to facilitate peer support and promote psychological well-being among our staff and affected individuals.

Please find the details of the debriefing session below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Facilitator:** [Insert Facilitator's Name]

Your participation is vital to ensure that we collectively address our responses and feelings regarding the incident. We encourage everyone to approach this session with openness and respect for one another's experiences.

Thank you for your attention, and please do not hesitate to reach out with any questions or concerns prior to the meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]