

Critical Incident Debriefing

Date: [Insert Date]

To: [Insert Staff Name]

From: [Insert Your Name/Department]

Subject: Critical Incident Debriefing Support

Dear [Staff Name],

We are reaching out to you following the recent critical incident that occurred on [insert date of incident]. Your well-being is of utmost importance to us, and we recognize that events like this can significantly impact our staff.

We would like to invite you to a debriefing session, where you can share your thoughts and feelings about the incident in a safe and supportive environment. This session will take place on [insert date and time] at [insert location/format (e.g., Zoom)] and will be facilitated by [insert facilitator name or title].

Participation in this debriefing is voluntary, but we strongly encourage you to attend as it can be beneficial to discuss experiences and emotions related to the incident. Our mental health professionals will be available to provide support and resources during this meeting.

If you have any questions or require further assistance, please do not hesitate to reach out to me at [insert your contact information].

Thank you for your dedication and resilience during this challenging time.

Best regards,

[Your Name]

[Your Title]

[Your Department]