

# Workplace Hazard Incident Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Workplace Hazard Incident Notification

Dear [Recipient's Name],

I am writing to inform you of a workplace hazard incident that occurred on [insert date of incident] at [insert location].

Details of the incident are as follows:

- **Incident Description:** [Briefly describe the incident]
- **People Involved:** [List names and roles of any involved parties]
- **Immediate Actions Taken:** [Describe any immediate response or actions taken]
- **Potential Hazards Identified:** [List any hazards that were present]
- **Recommendations for Future Prevention:** [Include any suggestions for mitigating risks]

It is crucial that we address these issues promptly to ensure the safety of our staff and compliance with workplace regulations.

Thank you for your attention to this serious matter. Please feel free to reach out to me for further details or discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]