

Employee Injury Notification

Date: [Insert Date]

To: [Insert Supervisor/Manager's Name]

From: [Insert Your Name]

Subject: Notification of Employee Injury

Dear [Supervisor/Manager's Name],

I am writing to formally notify you of an injury that occurred on [insert date of the incident] involving [insert employee's name and job title]. The incident took place at [insert location], and the nature of the injury is as follows:

Injury Details:

- Description of the injury: [insert description]
- Cause of the injury: [insert cause]
- Witnesses (if any): [insert names]

[Employee's Name] received immediate first aid from [insert name of first aider or medical personnel], and further medical attention was sought from [insert details of medical facility, if applicable].

This notification is being sent in accordance with company policy and to ensure compliance with workplace safety regulations. I will keep you updated regarding any further developments concerning this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]