

Health and Safety Incident Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Health and Safety Incident

Dear [Recipient Name],

I am writing to formally notify you of a health and safety incident that occurred on [insert date of incident] at [insert location]. The details of the incident are as follows:

Incident Details

- **Date and Time of Incident:** [Insert Date and Time]
- **Location:** [Insert Location]
- **Description of Incident:** [Provide a brief description]
- **Individuals Involved:** [List individuals involved]
- **Immediate Actions Taken:** [Describe actions taken immediately following the incident]

We are currently conducting a thorough investigation into this incident and will keep you updated on any findings and further actions required. It is our priority to ensure a safe working environment for all employees.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]