

Dear Team,

We want to inform you of an incident that occurred on [date/time] that may affect our operations and your work environment.

The incident involved [brief description of the incident]. We are currently assessing the situation and working to mitigate any potential impacts.

Your safety and well-being are our top priorities. We encourage you to remain vigilant and report any unusual circumstances or concerns to your supervisor immediately.

We will keep you updated as more information becomes available. If you have any questions or require further assistance, please do not hesitate to reach out to [contact person or department].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]