

# Workplace Injury Report Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor/Manager's Name]

Subject: Acknowledgment of Workplace Injury Report

Dear [Employee's Name],

We have received your report regarding the workplace injury you sustained on [Insert Date of Incident]. This letter serves to acknowledge the receipt of your detailed report.

Your health and well-being are of utmost importance to us. As part of our commitment to a safe work environment, we will investigate the circumstances surrounding the incident.

Please take necessary precautions and follow up with medical care if needed. We encourage you to notify us of any further injuries or complications that may arise as a result of this incident.

We appreciate your prompt reporting and commitment to workplace safety. Should you have any concerns or require assistance, please feel free to reach out.

Sincerely,

[Supervisor/Manager's Name]

[Title]

[Company Name]

[Contact Information]