

# Workplace Mishap Report Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Mishap Report

Dear [Employee's Name],

Thank you for submitting the report regarding the workplace mishap that occurred on [insert date of incident]. We appreciate your promptness in bringing this matter to our attention.

We have received your detailed account and are currently reviewing the circumstances surrounding the incident. Please rest assured that we are committed to ensuring the safety and well-being of all employees in our workplace.

We will keep you informed of any developments or actions taken as a result of your report. If you have any additional information that you would like to share, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]