

Next of Kin Notification

Date: [Insert Date]

To: [Next of Kin Name]

Address: [Next of Kin Address]

Dear [Next of Kin Name],

We regret to inform you that [Employee Name], who is employed at [Company Name] as a [Job Title], was involved in an incident at work on [Date of Incident].

The incident occurred at [Location of Incident], and the circumstances surrounding it are currently being investigated by our safety team.

At this time, we can confirm that [Employee Name] has been [Details of Condition - e.g., hospitalized, receiving medical attention, etc.]. We are closely monitoring their situation and are in regular contact with the medical professionals caring for them.

Please be assured that we are providing all necessary support to [Employee Name] during this difficult time. We encourage you to reach out to our Human Resources department at [HR Contact Information] for any assistance or further information.

Our thoughts are with [Employee Name] and you and your family during this challenging period.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]