

Injury Communication Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Notice of Injury

Dear [Employee's Name],

We are writing to formally communicate the details regarding the injury you sustained on [Insert Date of Injury] while performing your job duties at [Insert Location].

According to the report, you were involved in [brief description of the incident]. Following the incident, you received medical attention at [Insert Medical Facility] and were assessed by [Doctor's Name].

Your well-being is our priority, and we encourage you to follow your medical team's recommendations for recovery. Please share any updates regarding your status and any necessary accommodations to support your return to work.

If you have any questions or require further assistance, do not hesitate to reach out to your supervisor or the HR department.

Wishing you a swift recovery.

Best regards,

[Supervisor's Name]

[Supervisor's Position]

[Company Name]