

# Retail Incident Reporting Guidelines

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Incident Report - [Brief Description]

## Incident Details

**Location:** [Store Location]

**Time of Incident:** [Insert Time]

**Type of Incident:** [e.g., Theft, Injury, Customer Complaint]

## Description of Incident

[Provide a detailed account of what happened, including any relevant context and individuals involved]

## Action Taken

[Describe any immediate actions taken in response to the incident]

## Witnesses

[List any witnesses and their contact information]

## Recommendations

[Provide any recommendations for preventing similar incidents in the future]

## Conclusion

Thank you for addressing this important matter.

Sincerely,  
[Your Name]  
[Your Position]