

Workplace Accident Report

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Workplace Accident Report

Dear [Supervisor/Manager's Name],

I am writing to formally report an accident that occurred on [insert date] at [insert location].

Details of the Incident

Time of Accident: [insert time]

Individuals Involved: [list names and positions]

Witnesses: [list names and positions]

Description of the Incident

[Provide a detailed description of the incident, including what happened, how it happened, and any immediate actions taken.]

Injuries Sustained

[Detail any injuries sustained by the individuals involved in the accident.]

Actions Taken

[Describe any actions that were taken following the accident, such as medical attention, notifying authorities, etc.]

Recommendations

[Include any recommendations to prevent future incidents.]

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]