

# Employee Safety Incident Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notification of Safety Incident

Dear [Employee Name],

I am writing to formally inform you of a safety incident that occurred on [insert date of incident] at [insert location]. During this incident, [briefly describe the incident and any relevant details].

Your well-being is our top priority, and we want to ensure that you are aware of the situation and any steps that are being taken to address it. [Provide information on any immediate actions taken, safety measures implemented, or follow-up required].

We encourage you to reach out to [Contact Person/Department] if you have any questions or if you require any assistance regarding this matter.

Thank you for your attention to this important issue. We appreciate your cooperation in maintaining a safe work environment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]