

Feedback Request Following Safety Incident Evaluation

Dear [Employee's Name],

We hope this message finds you well. Following the recent safety incident that occurred on [date], we conducted a thorough evaluation to understand the underlying factors and to improve our safety protocols.

Your insights and experiences are invaluable to us, and we kindly request your feedback on the incident. Your perspective will help us enhance our safety measures and ensure a safer work environment for everyone.

Please consider responding to the following questions:

- What were your observations during the incident?
- Do you think any safety measures could have prevented the incident?
- How can we improve our safety protocols moving forward?

We appreciate your time and candor in providing this feedback. Please send your responses by [deadline] to ensure we can implement any necessary changes swiftly.

Thank you for your cooperation and commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]