

# Incident Response Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally address the safety concerns raised regarding [describe the incident or concern briefly]. The health and safety of our employees is our top priority, and we take these matters very seriously.

Upon receiving your report on [insert date of incident report], we initiated an immediate investigation to assess the situation and determine appropriate actions to mitigate any risks. Our findings indicate that [briefly summarize findings].

As part of our incident response plan, we are implementing the following corrective actions:

- [Action 1: Description]
- [Action 2: Description]
- [Action 3: Description]

We appreciate your commitment to maintaining a safe work environment and encourage you and your colleagues to continue reporting any safety issues you encounter. Together, we can ensure a safe and secure workplace for everyone.

If you have any further questions or require additional information, please do not hesitate to contact me at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Company Name]