

Letter of Reassurance

Date: [Insert Date]

Dear Team,

I hope this message finds you well, despite the recent incident that occurred on [insert date of accident]. I want to take a moment to address the concerns that many of you may be feeling and to reassure you that your safety is our top priority.

We are conducting a thorough investigation to understand what happened and to ensure that such an incident does not happen again in the future. We are committed to taking all necessary steps to enhance our safety protocols and to provide you with a safe working environment.

In the coming weeks, we will be organizing safety training sessions and discussions to welcome any suggestions you might have. Your feedback will be invaluable in making our workplace safer for everyone.

We are here to support you, and if you have any concerns or need someone to talk to, please do not hesitate to reach out to your supervisor or our HR team. Your well-being is our priority.

Thank you for your hard work and dedication during this challenging time. Together, we will move forward and strengthen our commitment to workplace safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]