

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I am writing to express my support following the recent incident that occurred at our workplace on [insert date of incident]. It is important to acknowledge the impact such events can have on our team and to assure you that your well-being is our priority.

Please know that we are here for you during this time. If you feel comfortable, I encourage you to share any feelings or concerns you may have regarding the incident. We are committed to providing you with the resources and support necessary to help you navigate through this situation.

Additionally, we are actively looking into the matter and will be taking steps to ensure that this type of incident does not happen again. Your safety and comfort within our workplace is of utmost importance.

Should you need to talk or require any further assistance, please do not hesitate to reach out to me directly or to the HR department. You are not alone in this.

Take care of yourself, and please let us know how we can support you further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]