

# Incident Findings Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name], Safety Officer

Subject: Incident Findings Report

## Incident Details

**Incident Date:** [Insert Incident Date]

**Location:** [Insert Location]

**Involved Personnel:** [List Names]

## Findings

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

## Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

## Conclusion

We recommend implementing the above recommendations to prevent similar incidents in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]