

# Risk Assessment Results

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

From: [Safety Officer's Name]

Position: Safety Officer

Company: [Company Name]

## Overview

This letter outlines the results of the recent risk assessment conducted on [specific locations or activities] on [date of assessment].

## Identified Risks

- Risk 1: [Description of risk]
- Risk 2: [Description of risk]
- Risk 3: [Description of risk]

## Assessment Outcomes

The assessment results indicate the following levels of risk:

Risk	Likelihood	Impact	Risk Level
[Risk 1]	[Low/Medium/High]	[Low/Medium/High]	[Risk Level]
[Risk 2]	[Low/Medium/High]	[Low/Medium/High]	[Risk Level]

## Recommendations

To mitigate the identified risks, the following actions are recommended:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

## **Conclusion**

It is imperative that these recommendations be implemented to ensure a safe working environment. Please feel free to reach out for any further clarification or assistance.

Sincerely,

[Safety Officer's Name]

Safety Officer

[Contact Information]