

Risk Management Assessment Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Risk Management Assessment Report

1. Introduction

This report presents the findings of the recent risk management assessment conducted on [Project/Department Name] to identify and evaluate potential risks.

2. Assessment Overview

The assessment was conducted from [Start Date] to [End Date]. The objectives included identifying risks, evaluating their impact, and proposing mitigation strategies.

3. Identified Risks

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

4. Risk Evaluation

The identified risks were evaluated based on their likelihood and potential impact. The following ratings were assigned:

Risk	Likelihood	Impact	Overall Rating
Risk 1	[Low/Medium/High]	[Low/Medium/High]	[Overall Rating]
Risk 2	[Low/Medium/High]	[Low/Medium/High]	[Overall Rating]

5. Mitigation Strategies

The following strategies are recommended to mitigate the identified risks:

- Strategy for Risk 1: [Description]
- Strategy for Risk 2: [Description]

6. Conclusion

In conclusion, addressing the identified risks with the proposed strategies will enhance project resilience and ensure successful outcomes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]