

# Incident Reporting Procedures

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Incident Reporting Procedures for Retail Compliance

## Introduction

This letter outlines the procedures for reporting incidents to ensure compliance with retail regulations and to maintain a safe shopping environment.

## Incident Definition

An incident is defined as any event that may lead to injury, property damage, or violation of retail policies, including but not limited to theft, accidents, and customer complaints.

## Reporting Procedures

1. Identify and document the incident.
2. Notify a supervisor or manager immediately.
3. Complete an Incident Report Form.
4. Submit the form to the compliance department within 24 hours.
5. Follow up as necessary for any investigations or additional documentation.

## Confidentiality

All incidents will be handled confidentially and in accordance with company policy.

## Contact Information

If you have any questions regarding this procedure, please contact the Compliance Department at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]