

Workplace Health and Safety Risk Assessment Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Risk Assessment Findings

Introduction

This letter outlines the findings from the recent workplace health and safety risk assessment conducted on [Insert Assessment Date]. The purpose of this assessment was to identify potential hazards and suggest necessary measures to mitigate risks.

Findings

- **Hazard 1:** [Description of Hazard] - Risk Level: [Low/Medium/High]
- **Hazard 2:** [Description of Hazard] - Risk Level: [Low/Medium/High]
- **Hazard 3:** [Description of Hazard] - Risk Level: [Low/Medium/High]

Recommendations

1. [Recommendation for Hazard 1]
2. [Recommendation for Hazard 2]
3. [Recommendation for Hazard 3]

Conclusion

We take workplace health and safety seriously and are committed to implementing the recommended measures to ensure a safer work environment. Please review the findings and recommendations and feel free to reach out with any questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]