

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Company Name]

Dear [Recipient's Name],

Subject: Workplace Incident Report

I am writing to formally report an incident that occurred on [date of incident] at [location of incident].

****Incident Details:****

- ****Date and Time of Incident:**** [specific date and time]
- ****Location:**** [specific location]
- ****Individuals Involved:**** [names and job titles]
- ****Witnesses:**** [names and job titles, if applicable]

****Description of Incident:****

[Provide a detailed description of what happened, including what led up to the incident, the event itself, and any immediate effects or consequences.]

****Actions Taken:****

[Describe any actions that were taken immediately following the incident, including first aid, reporting to supervisors, or other responses.]

****Recommendations:****

[If applicable, include any recommendations for preventing similar incidents in the future or improving workplace safety.]

Thank you for your attention to this matter. Please let me know if further information is required or if there are steps I should take following this report.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]