

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Subject: Incident Report Notification

Dear [Manager's Name],

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

**\*\*Incident Description:\*\***

- **\*\*Time of Incident:\*\*** [Time]

- **\*\*Individuals Involved:\*\*** [Names]

- **\*\*Details of Incident:\*\*** [Brief description of what happened]

**\*\*Immediate Actions Taken:\*\***

- [List any immediate actions that were taken following the incident]

**\*\*Next Steps:\*\***

- [Outline any proposed next steps or investigations that will follow]

Please let me know if you require any additional information or if further action is necessary.

Sincerely,

[Your Name]

[Your Contact Information]