

Occupational Accident Notification Letter

To:

Subject: Occupational Accident Notification

Dear Sir/Madam,

This letter is to formally notify you of an occupational accident that occurred as detailed below:

Employee Name : _____
Employee ID / Position : _____
Date of Accident : _____
Time of Accident : _____
Location : _____
Description of Accident : _____
Type of Injury : _____
Immediate Action Taken : _____
Witness(es) : _____

Please process and take necessary actions according to company procedures.
Thank you for your attention and cooperation.

Date: _____

Reported by:

(Signature & Name)