

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)