

Sample Employee Incident Report Letter

From: Tiffany Robbins
9385 Russell Street
Medford, Oregon 97504
+1 569-752-4904

[Date]

To: Evan Lawson
385 Archwood Avenue
Kearny, New Jersey 90637

Dear Mr. Lawson,

In Fairview Boutique on Friday, March 17th, 2020, Jennifer Lynch was stacking shelves while standing on a ladder in order to reach the top shelf of handbags at 4.10 pm.

As she was stretching to place a bag on the shelf, the ladder collapsed from under her and she fell to the ground. Her co-worker heard the loud noise and immediately helped her. Jennifer was in a lot of pain and could not get to her feet as she felt lightheaded. An ambulance was phoned, and she was brought to the hospital. Jennifer obtained a broken right arm, bruised thigh and hip, and a bump to the head that left no major head injury. She was recommended three weeks off work at the minimum by doctors.

The fall was concluded to be nobody else's fault but was put down to Jennifer accidentally overreaching instead of moving the ladder to where she needed to see.

Sincerely,
Tiffany Robbins
[Signature]

Sample Letter Of Incident Report

JG Myers



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