On LHD letterhead

DATE

INSERT NAME INSERT FACILITY INSERT ADDRESS

Dear [*Insert Name*]

I am writing to advise you that the safety check team appointed on [Insert date] to review the corporate incident **[insert the incident management system number],** has identified that the incident raises issues that may relate to an individual.

The safety check team is of the opinion that the incident raises matters that may involve (*delete whichever is not relevant*) professional misconduct / unsatisfactory professional conduct / impairment / unsatisfactory professional performance / negligence. The organisation is to undertake any mandatory reporting requirements.

The above concerns of the safety check team relate to [insert name of the staff member who is of concern]. In brief the matter of concern is [Insert a brief outline of the matter of concern].

The matter is referred to you for your consideration for action. Yours sincerely

Signature Name Designation

Safety check team leader

Sample letter

Safety check team Version 1.0 – December 2020