



**Draft email:**

**Inform your employer about  
an accident at work.**

For more information visit  
[slatergordon.co.uk](http://slatergordon.co.uk)

★ Trustpilot ★★★★★ Excellent

**Slater  
Gordon**  
Lawyers

Subject line: Report of workplace accident

Dear [Employer's Name],

I am writing to inform you that I was involved in an accident while working at the [insert site] site. The incident occurred at approximately [time] on [date] and resulted in my sustaining the following injuries:

- [List injuries – body part/s injured].

I wanted to bring this to your immediate attention and to provide you with details of the incident.

The accident happened when [describe the circumstances leading up to the accident, including any equipment or machinery involved, if applicable].

As a result of the incident, I suffered [describe the nature and extent of the injuries and how they have affected you so far].

I have followed procedure by completing the accident book with details of the incident on [date]. I was taken to [name of hospital, if applicable], where I received [describe medical treatment received] and was advised to take some time off to recover from my injuries.

I am currently undergoing treatment and expect to be out of work for [length of time]. I have attached a copy of the medical certificate from the [hospital or GP] to this email, which sets out the reason(s) for my absence from work and recommended time off work.

I would like to take this opportunity to request that all necessary steps are taken to ensure the safety of all employees on the construction site, and to ensure that accidents such as this can be avoided in the future.

Thank you for your attention to this matter. I will keep you informed of my progress and expected return to work date.

Sincerely,

[Your Name]