**Witness Letter for Work**

horizontal line

**[Your Name]  
[Your Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
[Recipient’s Position/Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Subject: Witness Statement Regarding [Incident/Event] on [Date of Incident]**

Dear [Recipient’s Name],

I am writing to provide a formal statement regarding the incident that occurred on [date] at [location]. As a direct witness, I feel it is important to share an accurate account to assist in any evaluations or decisions that may follow.

**Description of the Incident:**On [date], at approximately [time], I witnessed [describe the incident in detail, including the actions of the involved parties, the sequence of events, and any relevant conversations]. The incident occurred [specific location, if applicable], and involved [names of individuals, if known and relevant].

**Observations:**[Provide any observations about the behavior, actions, or conditions that contributed to the incident. Include any factors that might have influenced the outcome.]

**Response:**Following the incident, [describe any immediate actions taken such as reporting the incident to management, intervening in the situation, or assisting the involved parties].

This account is provided to the best of my knowledge and is based on my personal observations. I understand the importance of this statement and am willing to provide further details if required.

Thank you for your attention to this matter.

Sincerely,

**[Your Signature, if sending a hard copy]  
[Your Printed Name]  
[Your Job Title]**