

Witness Letter for Work

[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]