
Explanation Letter to Employee

[Your Company's Name]

[Company's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Explanation Regarding [Specific Issue or Incident]

Dear [Employee's Name],

This letter serves to address the recent incident involving [describe the specific issue or incident]. We want to ensure transparency and provide a clear understanding of the events that transpired.

Details of the Incident:

- **Date and Time:** [Exact date and time]
- **Location:** [Location where the incident occurred]
- **Persons Involved:** [List of involved individuals]

Explanation of Events:

- [Detailed explanation of what happened]
- [Context or background information leading to the incident]

Impact on the Company:

- [Describe the impact, if any, on the company's operations or reputation]

Future Preventative Measures:

- [List any steps the company is taking to prevent a recurrence of such an incident]

We value your role within the company, and it is important for us to communicate openly about such matters. Please feel free to reach out directly if you have any questions or need further clarification.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]