

[Date]

[Participant Name]

[Department/Organization]

[Address]

**Subject: Welcome to the Comprehensive Root Cause Analysis (RCA) Process**

Dear [Participant Name],

You have been selected to participate in the upcoming Comprehensive Root Cause Analysis (RCA) regarding [Incident/Issue Description]. Your expertise and perspective are vital to identifying the underlying factors of this event and preventing future occurrences.

**Purpose of this RCA:**

The goal of this process is not to assign individual blame, but to examine our systems, processes, and environment. We aim to understand "why" the event happened rather than "who" was involved, ensuring we can implement sustainable improvements.

**Meeting Schedule:**

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Link:** [Meeting Room or Virtual Link]

**Your Role:**

As a team member, you will be asked to share your observations, analyze data, and contribute to the development of an action plan. Please come prepared to speak openly about the workflow and any challenges you have observed.

**Confidentiality:**

To ensure a transparent environment, all discussions held during these sessions are considered confidential and are protected under [Specific Policy or Legal Statute, if applicable].

If you have any questions or require pre-reading materials, please contact [Facilitator Name] at [Email/Phone Number].

We look forward to your valuable contribution to our continuous improvement efforts.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]