

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Workers Compensation Update

We are writing to provide you with an update regarding your workers' compensation claim.

[Brief overview of the status of the claim, any necessary steps the employee needs to take, and relevant deadlines.]

If you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person/Department] at [Contact Number/Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]