[Company Name]
[Human Resources Department]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Delay in Processing Workers' Compensation Leave Request

Dear [Employee Name],

We are writing to inform you that there is a delay in the processing of your request for Workers' Compensation leave regarding your injury/illness reported on [Date of Injury].

Currently, your claim is being reviewed. The delay is due to the following reason(s):

- [ ] Pending receipt of required medical documentation.
- [ ] Pending further investigation by the insurance carrier.
- [ ] Incomplete claim forms.
- [ ] Other: [Specify Reason]

We expect to provide you with a formal determination regarding your leave status by [Expected Date]. During this period, please ensure that you provide any outstanding documentation requested by the insurance adjuster or the Human Resources office as soon as possible to avoid further delays.

While your claim is under review, your absence will be recorded as [Unpaid Leave / Accrued Sick Leave / PTO]. If your claim is subsequently approved, your leave status and pay will be adjusted accordingly in line with state regulations and company policy.

If you have any questions regarding this delay or your benefits, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Name]
[Title]
[Company Name]