

[Your Name]
[Your Title]
[Business Name]
[Date]

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

Subject: Introduction to Our Workers' Compensation Program

Dear [Employee Name],

As [Business Name] continues to grow, our primary priority remains the safety and well-being of our team members. We are writing to formally introduce you to our Workers' Compensation program, which is designed to protect you in the event of a work-related injury or illness.

What is Workers' Compensation?

Workers' Compensation is an insurance program that provides medical benefits and wage replacement to employees who are injured or become ill as a direct result of their job duties.

What to do if you are injured:

- **Report the Injury:** Notify your supervisor immediately, regardless of how minor the injury may seem.
- **Seek Medical Attention:** If you require emergency care, go to the nearest hospital. For non-emergencies, please visit an approved provider from our network.
- **Complete Documentation:** You will be asked to fill out an incident report to help us begin the claims process.

Our Commitment to Safety:

While this coverage is here for your protection, our goal is to prevent accidents before they happen. We encourage you to follow all safety protocols and report any potential hazards to management immediately.

If you have any questions regarding our insurance carrier or the claims process, please contact [Name of HR/Point of Contact] at [Phone Number/Email].

Thank you for being a vital part of our growing company.

Sincerely,

[Signature]
[Your Printed Name]