

**Date:** [Insert Date]

**To:** [Policyholder Name]

[Company Name]

[Address Line 1]

[Address Line 2]

**Policy Number:** [Insert Policy Number]

**Subject:** Notice of Employment Practices Liability (EPL) Endorsement

Dear [Name of Director/Officer],

This letter serves as formal notification that an Employment Practices Liability (EPL) Endorsement has been added to your Directors and Officers (D&O) Liability Insurance Policy, effective [Effective Date].

This endorsement expands your current coverage to include protections against claims arising from the employment process. Covered allegations typically include, but are not limited to:

- Wrongful termination or dismissal
- Discrimination (based on age, sex, race, disability, etc.)
- Sexual harassment and hostile work environment
- Retaliation
- Breach of employment contract
- Wrongful discipline or deprivation of career opportunity

**Key Changes to Your Policy:**

1. **Limit of Liability:** The EPL coverage is subject to a limit of \$[Amount], which is [part of / in addition to] the aggregate limit of the D&O policy.
2. **Retention/Deductible:** A specific retention of \$[Amount] applies to each EPL claim.
3. **Reporting Requirements:** Any incident or claim related to employment practices must be reported to the insurer immediately in accordance with the "Notice of Claim" provisions.

Please review the attached endorsement document carefully as it contains specific exclusions, terms, and conditions that may differ from your base D&O coverage. It is essential that all directors, officers, and HR management are aware of these protections and the associated reporting obligations.

If you have any questions regarding this endorsement or require further clarification on your coverage, please contact [Broker Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]