

Date: [Insert Date]

To: All Employees / Site Managers

From: [Insert Name/Department]

Subject: MANDATORY POSTING: Workers' Compensation Notice to Employees

Dear Team,

In accordance with state labor laws and insurance regulations, we are providing the updated **Workers' Compensation Notice to Employees** poster. This document outlines your rights and the procedures to follow in the event of a work-related injury or illness.

Action Required:

- **Site Managers:** You are required by law to print and display the attached notice in a conspicuous location frequented by employees (such as a breakroom, cafeteria, or main bulletin board).
- **All Employees:** Please review the notice to familiarize yourself with our insurance carrier information and the steps for reporting a claim.

Insurance Coverage Details:

Carrier Name: [Insert Insurance Company Name]

Policy Number: [Insert Policy Number]

Effective Dates: [Insert Start Date] to [Insert End Date]

Claims Reporting Phone Number: [Insert Phone Number]

Failure to display this notice may result in regulatory penalties. If the current posting is damaged or becomes illegible, please contact the HR Department immediately for a replacement.

If you have any questions regarding workers' compensation coverage, please contact [Insert Contact Person] at [Insert Email/Phone].

Sincerely,

[Your Name]

[Your Title]

[Company Name]