

Date: [Insert Date]

To: All Department Managers and Site Supervisors

Subject: MANDATORY UPDATE: Workers' Compensation Workplace Posting

Dear Management Team,

Please find attached the updated Workers' Compensation "Notice to Employees" poster. This notice contains current information regarding our insurance carrier, medical provider networks, and legal rights for employees injured on the job.

According to state labor laws, we are required to display this notice in a conspicuous location where it can be easily read by all employees during the workday.

Action Required:

- Print the attached notice (in color if possible).
- Remove and discard any previous versions of the Workers' Compensation poster currently on display.
- Post the new version on the official employee bulletin board or in the common breakroom immediately.
- Ensure the notice is posted at every physical worksite under your supervision.

Failure to display the updated notice may result in administrative penalties and fines.

If you have any questions regarding the posting requirements or our workers' compensation procedures, please contact the Human Resources Department.

Thank you for your immediate attention to this compliance matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]