

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Insurance Company Name]
[Recipient Address]
[Claim Number, if applicable]

RE: Documentation of Efforts to Mitigate Wage Loss

To Whom It May Concern,

This letter serves to formally document my ongoing efforts to mitigate my wage loss following the incident that occurred on [Date of Incident]. Since I am currently unable to perform my previous job duties due to [mention briefly: injury/layoff/etc.], I have taken active steps to secure alternative employment and minimize financial damages.

Since [Start Date of Job Search], I have performed the following actions:

- Applied for [Number] positions suitable to my current physical and professional capabilities.
- Registered with the following employment agencies: [Agency Names].
- Attended [Number] job interviews on the following dates: [List Dates].
- Participated in vocational training or skill-building workshops, specifically: [List Programs].
- Maintained a detailed log of all applications, contact persons, and follow-up communications.

Attached to this letter is a comprehensive "Job Search Log" which includes the names of employers contacted, dates of application, and the current status of each pursuit. I have also included copies of medical clearances or restrictions provided by my healthcare provider that outline my current capacity to work.

I remain committed to returning to the workforce as soon as a suitable position is secured that aligns with my current abilities. I will continue to provide updates regarding my employment status as they become available.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Job Search Activity Log
2. Medical Work Status Reports
3. Proof of Vocational Training (if applicable)