

SAMPLE NOTICE LETTER

The letter should be addressed to the Head of Human Resources or the worker's supervisor. Please note that it is important to date the letter.

[Date]

[Head of Human Resources/Supervisor]

Re: Notice of Workers' Compensation Claim for COVID-19

Dear [insert name]:

I am writing to formally notify my employer of 1) my recent diagnosis with the COVID-19 virus and 2) my belief that I contracted the virus in the course and scope of my employment at [insert employer's name].

Please advise me of the next step in the process of receiving Workers' Compensation benefits due to this diagnosis.

Very truly yours,

[Members name]

cc: Plant Manager and/or Supervisor and/or HR