

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Welcome to Your Dedicated Workers Compensation Support Team

Dear [Employee Name],

We are writing to introduce you to your Dedicated Service Team at [Company Name]. We understand that navigating a workplace injury can be challenging, and our goal is to provide you with the support and resources necessary for your recovery and return to work.

Your dedicated team consists of specialists who will oversee your claim, coordinate medical care, and answer any questions regarding your benefits. Your primary points of contact are:

- **Claims Adjuster:** [Name] - [Phone Number] - [Email]
- **Nurse Case Manager:** [Name] - [Phone Number] - [Email]
- **Support Coordinator:** [Name] - [Phone Number] - [Email]

What you can expect from us:

- Timely processing of your medical bills and wage replacement benefits.
- Assistance with scheduling specialist appointments and therapy.
- Regular updates regarding the status of your claim.
- Clear communication between you, your healthcare providers, and your employer.

To ensure the most efficient service, please include your claim number [**Claim Number**] on all correspondence. Please notify us immediately of any changes to your medical status or contact information.

We are committed to your recovery and are here to help you every step of the way. If you have any immediate concerns, please reach out to your Claims Adjuster directly.

Sincerely,

[Sender Name]
[Title]
[Company Name]