

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Address Line 1]
[Address Line 2]

Subject: Welcome to our Workers' Compensation Partnership

Dear [Recipient Name],

We are pleased to officially welcome [Company Name] as a partner in our Workers' Compensation program. Our goal is to work together to ensure a safe workplace and provide high-quality care for your employees.

As part of this partnership, you will have access to the following resources:

- Dedicated claims management support.
- Safety and loss control consultation.
- Return-to-work program guidance.
- Online portal for reporting and tracking claims.

Attached to this letter, you will find your Partnership Onboarding Kit, which includes your policy details, emergency contact numbers, and reporting procedures.

Your dedicated Account Manager is [Name], who can be reached at [Phone Number] or [Email Address]. We will be contacting you shortly to schedule an initial orientation meeting.

We look forward to a successful and productive partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]