

Sample Thank You Letter to Adjuster

<Date>

<Adjuster's Name>

<Insurance Company Name>

<Insurance Company Address>

Re: Workers' Compensation Program Update

Dear <Adjuster's Name>,

We have appreciated your participation in the development of our workers' compensation program, as well as, your advice about methods you have seen work well for your other clients. You have worked hard on our behalf and we very much appreciate the extraordinary effort you have given to our company.

You have participated in every weekly phone conference, coordinated vendor information day, reviewed the transitional duty policy and other procedures related to our efforts, and have provided invaluable input into each phase of our program. What a great team member!

Our efforts are starting to pay off. We have reduced the number of employees out of work (OOW) from 468 six months ago to 367 today – that is a 21% reduction – fantastic progress. Thank you!

Sincerely,

<Name>

Injury Coordinator

CCs: TPA Supervisor
AE at TPA
Broker