

# Employer's Liability Acceptance Letter

Date: 12 June 2024

**To:** Ms. Julia Roberts  
HR Manager  
Acme Manufacturing Ltd.  
111 Redux Avenue, Springs, Eastfield 89712

**From:** Greenfield Insurance Company  
Liability Division  
55 Cooper Street, Westdale

**Subject:** Acceptance of Employer's Liability (Policy Number: EL123456)

Dear Ms. Roberts,

We are writing in reference to your recent notification regarding the workplace incident involving your employee, Mr. Sean Parker, which occurred on 30 May 2024 at your production site.

After careful examination of the claim documents, investigation findings, and all other relevant information provided, we confirm the acceptance of employer's liability as outlined under the above-referenced insurance policy.

The following terms will apply regarding this liability acceptance:

- The acceptance of liability is strictly within the scope and limits of coverage as defined in the policy.
- All valid compensation and related costs arising from the incident will be considered and settled, as per policy terms and conditions.
- Any ongoing obligations such as additional documentation or cooperation with further investigation must be fulfilled promptly by your office.

Please quote your policy number in all future correspondence regarding this matter. If you have any queries or require further assistance, do not hesitate to contact our claims department.

Thank you for your cooperation.

Sincerely,

**S. Morrison**  
Claims Manager  
Greenfield Insurance Company

## Important Notes:

- This letter serves as formal acknowledgment of liability under the employer's liability insurance policy.
- Ensure all supporting documents related to the claim are retained for verification if requested.
- Acceptance of liability is limited to the specific incident as described and does not apply to unrelated claims.
- Failure to comply with policy conditions may affect the processing or settlement of the claim.