

Date: 18 June 2024
Ref: EMP-LIA-2024/025

To:

The HR Department
XYZ Company Ltd.
123 Business Avenue
City Name, ZIP Code

Subject: Employerâ€™s Liability Acceptance Letter

Dear Sir/Madam,

We acknowledge the receipt of your notification regarding the workplace incident involving Mr. John Doe (Employee ID: 0054783) on 15 June 2024.

After reviewing the details provided, we hereby accept liability for the reported incident under the terms and conditions stated in the existing Employerâ€™s Liability policy (Policy No. EL-987456). All relevant procedures and compensation as per policy will be duly complied with.

Please provide any further documentation or clarification required to facilitate the claims process.

Kindly treat this letter as our official acceptance of liability.

Yours faithfully,

Jane Smith
Claims Officer
ABC Insurance Solutions

Important Notes:

- This acceptance is subject to the information provided and the terms of the active policy.
- Any misrepresentation may render this acceptance void.
- An acceptance letter does not waive the right to request supporting documents.
- Further communication may be required for claim processing.