



Labour Program: fair, safe and productive workplaces

Sample Monthly Status Update

Note: this monthly status update letter is a sample only, developed for educational purposes. Employers may amend or customize this document to reflect their needs or develop their own procedures for providing the monthly status update.

Date: [date]

Dear: [name of principal party or responding party]

This letter serves as an update on the resolution process concerning the notice of an occurrence received on [date]. Currently we are [give a brief description of the status of the resolution process, for example, in the process of hiring an investigator]. Should you have any questions, do not hesitate to contact [name of employer or designated recipient] at [contact information of employer or designated recipient].

You can access a list of available services at [employer to insert hyperlink(s) to online help services and location of other resources].

Best Regards,

[Name, number, and/or email of the employer or designated recipient]