

P&P C-7 LETTER "j"

LETTER TO EMPLOYER -- CORRECTING, BUT NO TIME GIVEN

Regular Mail

Date

Name

Address

City State Zip

Dear Employer:

Thank you for your response to my notification letter to you dated_____.
Your response indicated that you were making progress toward correcting the hazards which were the subject of the complaint (Complaint No._____), but you did not indicate how long it would take to complete the corrections.

Please advise this office within ten (10) days of the time which will be required to correct the hazards. If the Division does not receive a satisfactory response from you within ten (10) calendar days after receipt of this letter, an on-site inspection will be conducted as appropriate.

At the time of final hazard correction, please submit to this office detailed written notification of what steps you have taken to correct the identified hazards. If this office does not receive a response from you indicating what specific corrective actions you have taken, or a request for additional time to complete correction actions, an inspection of your workplace will be conducted as appropriate.

A copy of this letter is being sent to the individual who lodged the complaint.

Your cooperation in this important matter is appreciated.

Sincerely,

Name

District Manager or Designee

enclosures: Complaint Notification to Employer, Letter "d" or "m".

Employer Response to Letter "d" or "m."