

P&P C-7 LETTER "k"

LETTER TO EMPLOYER -- LET US KNOW WHEN CORRECTED

Regular Mail

Date

Name

Address

City State Zip

Dear Employer:

On [Date_____], this office received your response to our Complaint Notification Letter concerning Complaint No._____ .

Your letter requested until _____ to correct the hazardous conditions. Your request appears to be appropriate and is hereby granted. If additional time is need to correct the hazards, please submit written justification to this office for an extension.

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

