

NOTIFICATION TO COMPLAINANT THAT CORRECTION IN PROGRESS

For Use with Letters "j" and "k"

CONFIDENTIAL

Date

Name

Address

City State Zip

Dear Complainant:

I have been advised by employer's name of establishment name and address that the hazards about which you complained (Complaint No. _____) are presently being corrected. Enclosed is a copy of a letter from the employer regarding the steps being taken to correct the hazards.

The Division of Occupational Safety and Health has requested that the employer submit a written response to us when all corrective actions have been completed. A copy of the employer's response will be sent to you for your information as soon as it is received.

Sincerely,

Name

District Manager or Designee

enclosure: Employer Response to Letter "d" or "m"