

## **Commitment to Light Duty Letter**

Use the bullet points to explain your company's light duty policy.

Our records indicate that you were released to light or modified duty on \_\_\_\_\_,  (insert your company name) is committed to offering injured employees light or modified duty within their restrictions. This letter is to notify you that we have light duty work available.

At, (Add your company name):

- Employees who are released to light duty must contact their supervisor or human resources immediately. We will review your restrictions and assign you to a light duty job.
- While you are on light duty our normal policies are still in place. If you are unable to report to work, you must contact your supervisor, \_\_\_\_\_ by \_\_\_\_\_a.m.
- Failure to call in or show up for a light duty assignment may jeopardize your eligibility for workers' compensation indemnity benefits.
- In addition, you must provide your supervisor with a doctor's note for all absences related to your injury.

Your safety and well being is our primary concern, we wish you a speedy recovery. If you have any questions regarding this letter, please contact your supervisor or Human Resources at \_\_\_\_\_.

Sincerely,