

## **Sample Letter 1**

Initial letter notifying the injured employee that light or modified duty is available.

Reminder:

- Send letter out by regular mail and certified mail
- Allow 4 working days for delivery – adjust return to work date to accommodate mailing time.
- Send a copy of the letter to the insurance adjuster managing your claim file.

Date: \_\_\_\_\_

(Add address information)

Dear \_\_\_\_\_:

Our records indicate that you were seen on \_\_\_\_\_ by Doctor \_\_\_\_\_ . Your authorized treating physician has indicated that you are able to return to work light duty.

We have a light or modified duty position available within your restrictions. Please report to your supervisor on (add date) \_\_\_\_\_ at (add time) \_\_\_\_\_ .

If you have any questions regarding this letter, please contact the HR Department or contact your supervisor immediately.

Sincerely,

Cc: Insurance Adjuster