

Sample Letter 2

Send this letter to the injured employee if they do not respond to your original job offer.

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 Injured Employees Address)

Dear _____:

Our records indicate that you were released to return to work light duty by Doctor _____. On _____, _____, _____, we sent letters out to your home advising you that, we had light duty work available within your restrictions.

To date you have not come in to work and you have not returned our phone calls. This position continues to be available. We are requesting that you contact us immediately to either accept or decline the position by _____.

Please contact your immediate supervisor or our Human Resource Department as soon as you receive this letter.

Sincerely,

Cc: Insurance Adjuster