

Sample Letter 4

No Contact Letter - This letter should be sent out if the employee refuses to show up for light duty assignments.

Reminder:

- Confirm that you have the right address
- Send the letter certified mail with a return receipt and regular mail.
- Ask the adjuster to send the employee a similar letter.
- Send a copy of the letter to the insurance adjuster managing your claim file.

Date: _____

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.

If we do not hear from you by _____, we will assume that you have voluntarily resigned.

Sincerely,

Cc: Insurance Adjuster