

You can present this to the employee when he/she brings in their work slip and have them sign the bottom as acknowledgement of receipt or it should be sent certified mail to the employee.

Dear < EMPLOYEES NAME >

We are glad to hear that your treating physician has released you to return to modified duty. You currently have the restriction(s) of < >.

We are able to accommodate these restrictions and request that you report for work on < DATE >. Your temporary job will be that of < JOB TITLE > and your hours will be from < to >. Your hourly rate will be \$.

We look forward to your return.

Sincerely,

Employer.

Received on < DATE >

Signature of the employee

I accept _____

I reject _____