

Sample Letter to Treating Physician

Dear _____ :

_____ is employed by
_____ as a
_____ .

He/she was injured on _____ .

_____ has a Return to
Work Program that is designed to safely return our injured employees to work as soon as
possible.

If _____ is unable to return to work in his/her original
position and capacity, we will make every effort to provide modified or alternative work for
him/her. Enclosed you will find a copy of _____
job description, and a work-related injury/illness report. Please fill out the work-related
injury/illness report so we will have a better understanding of
_____ work restrictions. We will ensure that any modified or
alternative positions meet all of your prescribed medical restrictions. Please fax the work-related
injury/ illness report back to our office at _____ .

Please contact me if you have any questions at _____ .
We appreciate your participation in our efforts to return our employees to a safe, productive
workplace.

Sincerely,

Disclaimer. This material is not intended, nor shall be construed or relied upon, as specific legal advice. All safety programs and policies, including this policy, should be reviewed by your legal counsel and/or risk management staff. As with other employment-related policies, it is important to work with experienced employment law counsel to develop a policy that is appropriate for your company and your company's state(s) of operation.