

# Letter to employee with offer of employment

Subject: Offer of Employment

Dear

Your treating physician indicates that you are not currently able to perform the normal functions of your job, but that you may be able to perform alternate, modified duties within your restrictions.

We are pleased to offer you the following temporary work assignment:

Job title:

Description of the physical requirements of this position:

Location:

Work Hours:           to           Wage:

Supervisor:

This job offer will remain open for five (5) working days. If we do not hear from you within five (5) working days, we will assume that you have refused this offer of employment. Any such refusal may affect your Workers' Compensation payments.

We look forward to your return to work. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,