**Letter to Treating Healthcare Provider Example**

Date:

Healthcare Provider’s Name:

Address:

RE: Employee’s Name

Dear Doctor,

Thank you for your prompt treatment of our valued employee.

[Agency/Institution] believes the prevention of occupational injuries and illness cannot be overemphasized. The protection of our employees, our number one resource, is of paramount importance.

[Agency/Institution] has implemented a return-to-work policy providing transitional modified work assignments that allows the employee to perform value-added work for a specified period of time during the recovery process.

[Agency/Institution] can provide a variety of tasks to suit the employee’s capabilities and will work with you to provide appropriate placement to assist with transitioning the employee back to full duty.

Some examples of transitional modified work available could be:

* + - * Making copies,
      * Assisting with safety training,
      * Inventorying
      * Etc.

For your convenience, I am enclosing a Fitness for Duty form which will allow you to express your opinions on what restrictions may be necessary.

In order for this program to be successful, a coordinated effort between [Employee Name], [Healthcare Provider], [Agency/Institution] and our agents is imperative.

Please do not hesitate to contact me to discuss return-to-work opportunities for [Agency/Institution] employees. I thank you in advance for your continued cooperation in this manner.

Sincerely,

Name

Title

Address

Contact Information