

SAMPLE



January 15, 2023

RE: Fake Jane Doe, Claim #22335577, Date of Injury: 01/05/2023

Dear Doctor Care:

We received a medical note from you dated 01/06/2023. You indicated Jane Doe is unable to return to work at this time. However, we would like to have our employee return to work and as such we have light duty work available. The light duty work we have available consists of the following duties:

- Changing out pricing tags (This can be performed in a seated position.)
- Operating the cash register (This can be performed in a seated position.)
- Answering phones
- Scanning paperwork
- Watching training videos

is Jane Doe able to return to work to perform the above light duty tasks?

Yes       No

If yes, please list specific light duty restrictions:

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\_\_\_\_\_  
Doctor's Signature

\_\_\_\_\_  
Date

Sincerely,  
Fake Bethany Wall  
Human Resource Specialist  
Fake Agency  
[HR@fakeagency.gov](mailto:HR@fakeagency.gov)  
208-123-0000

SAMPLE