

SAMPLE



LIGHT DUTY JOB OFFER FORM

December 28, 2022

Fake Employee Bob Smith
123 Main Street
Boise, ID 83702

RE: Fake Employee Bob Smith, Claim # 12345678, Date of Injury: 12/01/2022

Dear Bob Smith:

We have received a medical note from Doctor Care releasing you to return to light duty work as of 01/09/2023. Doctor Care has provided you light duty work restrictions of no lifting over 30 pounds and no pushing/pulling over 30 pounds. We have a job available for you within the above listed light duty work restrictions. Unless otherwise stated, the duration of the work is unknown at the time of this offer.

Job Title: Office Specialist 1

Starting Date: 01/09/2023 Hours per Day: 8

Hourly Rate: \$17.50 Days per Week: 5

Where to Report: 789 Front Street, Boise, ID 83702

Report to Whom: Fake Supervisor Jane Doe

Description of job duties: *The office specialist 1 answers phones, provides customer service to the public, and other general office duties.*

If you choose not to accept this job offer or do not report to work as specified, your workers' compensation benefits may be affected.

Please respond to this offer, in writing by 01/04/2023.

Sincerely,
Fake Bethany Wall
Human Resource Specialist, Fake Agency
HR@fakeagency.gov, 208-123-0000

I have read the above job offer and I accept the job as offered.

Yes No

Injured Worker's Signature Date

cc: Fake Examiner Val Mack

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