

**SAMPLE: LETTER MAKING A LIGHT DUTY (BONA FIDE) OFFER
OF EMPLOYMENT**

All letters making a bona fide job offer should be coordinated with the insurance carrier to ensure that all current requirements are met prior to mailing.

(Company Letterhead)

(CERTIFIED MAIL-RETURN RECEIPT)

(Date)

(Employee name and mailing address)

Re: Bona Fide Offer of Employment

Dear **(Employee name)**:

After reviewing information provided by your doctor, we are pleased to offer you the following temporary work assignment.

We believe this assignment is within your capabilities as described by your doctor on the attached DWC-73, Work Status Report. You will only be assigned tasks consistent with your physical abilities, skills and knowledge. If any training is required to do this assignment, it will be provided.

Job title: _____

Description of physical requirements of this position _____

Location: _____

Duration of assignment: From: (_____) To: (_____)

Work Hours: From: (_____) To: (_____) Wages: _____ (Hour, Week, Month)

Department: _____ Supervisor _____

This job offer will remain open for five (5) work days from your receipt of this letter. If we do not hear from you within five (5) work days, we will assume that you have refused this offer that may impact your Temporary Income Benefit payments.

We look forward to your return. If you have any questions, please do not hesitate to contact me **(include phone number or email address)**.

Sincerely,

(Signature and title)