



NOTE: These examples are for illustrative purposes only. They may not satisfy the legal or regulatory requirements in your jurisdiction. Please consult with your attorney prior to adding these forms to your workers' compensation tool kit.

Copies delivered via U.S. Mail & E-mail

Employee Name
Address

Date:
Subject: Memorandum – Light/Modified Duty
From: Human Resources

We look forward to your return to active employment. Per your physician’s restrictions, we have a light duty job available for you. Please report to work on the date, time, and location below. Your job duties will include _____ . You may sit, stand, and stretch as needed.

Start Date:
Address:
Schedule: (with a one-hour lunch)
Rate of Pay: /per hour

Please sign the attached page to indicate whether you accept or decline the light duty assignment and return this form to me.

Please note, this memorandum will be placed in your personnel file. This offer of light/modified duty in no way constitutes an employment agreement and in no way voids “at will” employment status. As a reminder, you must contact your supervisor prior to arriving late to any shift and, or, prior to any absence. Per company policy unexcused absences may result in disciplinary action, including termination of your employment. Please contact me with questions.

Thank you,

Staffing Company Rep Name

