To Mr/Ms \_\_\_\_\_\_

Thank you for your time today in treating our employee,      .

      encourages its injured employees’ to maintain contact with their workplace and be actively involved in the development of their Recovery to Work Plan. To do this, our initial goal is to return [employee name] back into the workplace in a capacity that is safe and functional. We understand that an early return to work promotes better health outcomes and we support this by providing suitable duties to enable a graduated RTW following injury or illness.

We have attached a copy of       pre injury role / job description and also identified suitable duties for your consideration. Your input will assist in ensuring a safe and early recovery at work. These suitable duties are available for a limited period and will be continually reviewed and adjusted as their injury and symptoms improve. These duties have been provided to the NTD for review / have been approved by the NTD. Any recommendations and advice you can offer to support a safe recovery at work is encouraged.

After the commencement of a selected duty role and in conjunction with the NTD and [employee name], we will collectively:

* review and evaluate suitable duties;
* discuss a treatment program and any medical considerations;
* present a meaningful and sustainable RTW Plan;
* encourage our employee to be actively involved in all the above.

If you have any significant issues with the suitable duties or would prefer to discuss the recovery at work process for       please contact me, the Return to Work Coordinator.

We thank you again for your time.

Yours sincerely

RTWC

Contact details