

(Sample) Personal Letter to Injured/Ill worker

Company Letterhead

Dear :

We are sorry that you have suffered an injury (*are suffering an illness*). Supported by both the management and the union (your co-workers), I will do whatever I can to assist you to return to work as soon as possible. You are a valued member of our workforce, and your complete and speedy recovery is our concern.

If your injury/illness results in lost time, you will receive benefits from the Worker's Compensation Board/Insurance provider once the acceptability of your claim has been determined.

We have provided you with an information package which contains:

- A letter to your doctor
- An assessment form for your doctor to complete. I require only information regarding your return to work, and this information will be kept strictly confidential.
- A job task analysis and/or job description for your pre-injury/illness position

Once the Work Readiness Form is completed by your doctor, please return it to me as soon as possible so we can use it to work together on planning your return to work.

I will be in contact with you on a regular basis as we prepare for your return to work. After you have seen your doctor, we will sit down together and prepare a Return to Work plan. The plan will address such issues as timelines, type of work, pay arrangements, capabilities and restrictions, and the responsibilities of all parties.

We hope this information answers some of the questions that you may have concerning our Return to Work program. If you have any questions please do not hesitate to call me at (direct phone number)

Sincerely

RTW Coordinator