

Sample Bona Fide Offer of Employment

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Date

Injured Employee
Address
Texas, Texas 70000

Dear _____:

(Company's name) would like to offer you a temporary, modified-duty job assignment at our main assembly plant at *location*. The schedule for this position is from *hours and days of week*, and the job pays *wages per hour*. The job duties meet the work restrictions sanctioned by *doctor's name* (see enclosed work status report).

Write a paragraph that describes the job duties, physical limitations, maximum physical requirements, and time requirements.

While you are working in this modified-duty job assignment, we will only assign tasks that are consistent with your physical abilities, knowledge, skills, and work restrictions as sanctioned by (doctor's name). ***We will provide training, if necessary.***

Please contact me by ***day and date*** at (phone number) if you are willing to accept this offer of a temporary, modified-duty job assignment.

Sincerely,

Name, Title
Company

Enclosed: DWC-73, Work Status Report from (doctor's name)