

Date

FirstName LastName

Street Address, Suite/Apt.

City, WA Zip Code

RE: Claim Number Claim Number

Dear FirstName LastName,

According to the medical information received from your doctor, you are able to return to work in a transitional capacity effective (see attached medical information). We are offering you a **temporary transitional position** to help you return to your regular job; the position being offered is that of Job Title which requires the following:

**Essential Job Duties:**

|  |
| --- |
| Click or tap here to enter text. |

The associated temporary transitional position will adhere to the work restrictions outlined in the table below which also corresponds to the attached medical work release document from your Attending Provider.

1. You will report for duty on Report For Duty Date. Your shift will begin at Shift Start Time and will end at Shift End Time. You will be scheduled for 5 shifts per week.
2. You will report to Supervisor FirstName LastName, Supervisor Position Title, who will act as your direct supervisor.
3. Your wage will be $Hourly Wage Rate per hour and you will receive benefits in accordance with district policy.
4. If this position includes duties that you have not previously performed, training will be provided to help satisfactorily complete assigned duties.

Should you have any questions regarding this letter, please contact Adjuster FirstName LastName, your Workers’ Compensation Claims Adjuster, at (425) 917-Phone Number.

**Frequency Guidelines:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **N:** Never (not at all)  **S:** Seldom (1% – 10% of the time)  **O:** Occasional (11% – 33% of the time)  **F:** Frequent (34% – 66% of the time)  **C:** Constant (67% – 100% of the time) | | | | | | | |
| **Physical Demands** | | | | | | **Frequency** | **Description of Task** | |
| Sitting | | | | | | Choose item | Click or tap here to enter text. | |
| Standing | | | | | | Choose item | Click or tap here to enter text. | |
| Walking | | | | | | Choose item | Click or tap here to enter text. | |
| Heights/Ladders/Stairs | | | | | | Choose item | Click or tap here to enter text. | |
| Twisting at the Waist | | | | | | Choose item | Click or tap here to enter text. | |
| Bending/Stooping | | | | | | Choose item | Click or tap here to enter text. | |
| Squatting/Kneeling | | | | | | Choose item | Click or tap here to enter text. | |
| Crawling | | | | | | Choose item | Click or tap here to enter text. | |
| Reaching Out | | | | | | Choose item | Click or tap here to enter text. | |
|  | | | **Left** | **Right** | **Both** |  |  | |
| Talking/Hearing/Seeing | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Working Above Shoulders | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Handling/Grasping | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Fine Finger Manipulation | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Foot Controls | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Driving | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Repetitive Motion | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Vibratory Tasks | High  Low |  |  |  |  | Choose item  Choose item | Click or tap here to enter text. | |
| Lifting  Click or tap here pounds | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Carrying  Click or tap here pounds | | |  |  |  | Choose item | Click or tap here to enter text. | |
| Pushing/Pulling  Click or tap here pounds | | |  |  |  | Choose item | Click or tap here to enter text. | |

**Please respond to this email** **and state your acceptance or declination of this offer**. If you do not respond and/or do not show up for work on the date and time noted in the details provided above, your time loss benefits may be impacted.