

Your Employer
1111 Pennsylvania Avenue SE
Washington, DC 20002

MEMO FROM HUMAN RESOURCES

Dear Injured Worker:

We regret that you have been unable to work for such a long time and extend our wishes for your speedy recovery.

According to our records, you were away from work due to medical reasons from July 16, 2016 to present. As of November 15, 2016, you will have exhausted your 16 weeks of workman's compensation leave entitlement under the workman compensation act. The Act states that 16 weeks is the maximum time permitted for such leave.

Additionally, our policy requires you to provide us with a fitness-for-duty certificate from your health care provider to the Primary Care Center (located on the third floor) before returning to work. The certification need only be a simple statement of your ability to return to work, and should apply only to the condition for which you took leave.

If you are able to return to work on or before November 16, 2016 please contact XXX to discuss your schedule. If it is medically determined that you are unable to return to duty, please give me a call as soon as possible.

Should you have any questions or comments regarding the information contained in this letter, do not hesitate to call. Again, we wish you good health and look forward to your return to work.

Sincerely,

Your Human Resources Department