To Dr \_\_\_\_\_\_

Thank you for your time today in seeing our employee, [***employee name***].

[***venue name***] encourages its injured employees’ to maintain contact with their workplace and be actively involved in the development of their Recovery to Work Plan (RTWP). To do this, our initial goal is to return [employee name] back into the workplace in a capacity that is safe and functional. NSW Government and SIRA acknowledge, 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 identified suitable duties for your consideration. Once the suitable duties have been reviewed, we hope [***employee name***] would be able to return to work with minimal days lost or if fit , immediately. Please note these duties are temporary and are designed to assist with a return to full duties capacity. These duties are available for a limited period and will be continually reviewed and adjusted as their injury and symptoms improve.

We ask you to review these suitable duties, and if you agree please state this on the appropriate prescribed medical certificate as this will allow [***employee name***] to complete these suitable duties. However, if you do not agree with the suitable duties, please contact our Return to Work Coordinator whilst in the consultation with our employee to discuss alternative or additional accommodation needs that may be required.

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

* review and evaluate suitable duties;
* discuss a treatment program and any medical considerations that may impact them on performing any duties whilst they are recovering at work;
* present a meaningful and sustainable RTWP;
* encourage our employee to be actively involved in all the above.

**If you have any queries regarding the suitable duties or any other concerns with [*employee name*] returning to work I encourage you to contact me directly on phone** **or e-mail**

I am pleased to make the attached suitable duties available and [***venue name***] is confident that these duties will facilitate a timely, safe and durable recovery.

Yours sincerely

[insert RTW Coordinator name and contact details]