## citysealYour Letter Head

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**RE: Bona Fide Job Offer - Workers’ Compensation**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Dallas County is in receipt of a report dated \_\_\_\_\_, 2017 from \_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ relating to your current medical condition and your ability to work. A copy of that report is enclosed with this letter. Dallas County \_\_\_\_\_\_\_\_\_\_\_ Department has used guidelines provided by the physician to identify an appropriate light duty position for you. This assignment may last up to a maximum of 45 days (or less, if you are released by your doctor) and will not be extended beyond **\_\_\_\_\_\_\_**. If applicable, Family Medical Leave (FMLA) may be requested after this date. You were contacted on \_\_\_\_\_\_\_\_ and verbally accepted our offer of light duty. Dallas County hereby extends to you a bona fide offer of employment pursuant to TWCC Rule 129.6.

This assignment reports to \_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_. Your task will include \_\_\_\_\_\_\_\_\_\_\_. You will be expected to return to work on \_\_\_\_\_\_\_\_\_\_\_ 2017. Your work schedule will be as follows: \_\_\_\_\_\_\_\_\_\_\_\_thru \_\_\_\_\_\_\_\_\_, \_\_a.m. to \_\_\_ p.m. Your wages will be the same as your pre-injury wages.

We acknowledge that you will be working under restrictions and want to emphasize the importance of working safety. Your restrictions are as followed: \_\_\_\_\_\_\_\_\_\_\_. Therefore, it is important that you take responsibility for working within your restrictions.

This offer will be considered accepted by signing and dating your name below and returning this to the undersigned. If Dallas County does not receive this letter back from you within seven (7) days of the above date, Dallas County will assume you have rejected this offer.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workers’ Compensation Specialist/Safety Officer

* I accept the light duty position offer to me and agree to fully comply with my doctor’s restrictions.
* I refuse the light duty position offered to me

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date