

Dear _____,

I trust this letter finds you well. I am writing to inform you that _____ has been under my care for medical reasons. After a thorough examination, my professional recommendation is that _____ be placed under work restrictions.

Employee details	
Name	
Date of birth	
Position/department	
Medical condition	
Work restriction details	
Duration of work restriction	
Recommended work hours	
Physical limitations	
Task restrictions	
Workspace modifications	
Follow-up appointments	
Communication and confidentiality	

Thank you for your understanding and cooperation.

Sincerely,

