

Private and Confidential

Doctor/Practice Manager
Address

Dear,

EMPLOYEE INFORMATION

NAME – d.o.b.

ADDRESS

I am writing with regards to the above gentleman/lady who is a patient at xxxxxxxx Surgery.

Mr/Mrs xxxxxxxx works at xxxxxxxx (explain the company). They work as a xxxxxxxx (explain position and hours of work).

Mr/Mrs xxxxxxxx has had time off due to xxxxxxxxxx. He/She has explained their current concerns (give a brief description). We are concerned about him/her at this current time as (explain what has happened).

I would very much value your help and advice as to how we may be able to manage his/her condition whilst at work and how we can help him/her to attend on a regular basis.

(Ask questions referenced to their medical condition, any reasonable adjustments that they may recommend accommodating their condition/disability, if the outcome of these adjustments could help render a regular and efficient working relationship in the future, any specific recommendations that they could make (change in job, hours, part time, etc.)?)

I attach Mr/Mrs xxxxxxx permission to make this enquiry. I look forward to hearing from you and thank you in advance for your help in this matter. I am aware that there may be a charge incurred for this information, therefore, please send your invoice to me at the above address.

Yours sincerely,