

Date _____

To Whom It May Concern:

I am writing to you as a representative of the University of Chicago, which is the employer of _____. Recently, Mr./Ms. _____ has been observed experiencing great difficulty in accomplishing most of his/her normal work activities. As witnessed by fellow employees, there are many instances during which Mr./Ms. _____'s actions, oral communications and physical demeanor cause our extreme concerns over his/her suitability to carry out the duties of his/her _____ position.

Given these observations, it would be irresponsible of the University to hold Mr./Ms. _____ to performance standards that he/she cannot achieve, should he/she be physically unable to carry out these standards. Therefore, it is necessary for the University to request a detailed medical opinion concerning whether Mr./Ms. _____ can return to work and fully carry out the responsibilities of his/her position as a _____ in the _____ Department. Specifically, as an employee involved in _____, he/she needs to be able to:

- Bullet Point the physical requirements of the individual's position
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Pending your detailed assessment, I have asked Mr./Ms. _____ to postpone his return to work. I am requesting a statement from you – as Mr./Ms. _____'s health care provider – that addresses his/her fitness to perform his/her regular duties, including the items listed above, as well as any restrictions he/she may have. I have attached a job description for your review and consideration in this matter.

I am asking that your written response be sent directly to Jane Volberding in the University's Human Resources Management Department at 956 E. 58th Street – 2nd Floor, Chicago, Illinois 60637 at your earliest convenience. Thank you for your assistance in this important matter. I look forward to hearing from you.

Sincerely,

Name
Title/ Position

cc: Employee/Labor Relations
employee file