

October 16, 2003

Mr. John Doe
333 Main Street
Anytown, USA 44444

Dear Mr. Doe,

This letter is being sent in compliance with NRS 616C.475, and will confirm that you were offered temporary light-duty employment beginning, _____, specific area.

If you have any questions regarding this offer please contact Jim Caughron, Risk Management, phone no. 328-2074.

Sincerely,

Whoever
Washoe County.....

Cc. Risk Management

Accepted _____ Date: _____

Refused: _____ Date: _____