

Your Name  
Your Address  
Your City, Province, Postal Code  
Your Phone Number

**Date**

Name  
Title  
Company  
Address

Dear [Employee],

The Enhanced Disability Management Program (EDMP) is a jointly-developed, employee centered, pro-active, appropriate and customized service for employees with work and non-work related illness and/or injury. You were referred to EDMP on [date] because you had [insert criteria ie: missed 5 consecutive shifts]. Under the terms of the Provincial Collective Agreement, participation in the EDMP is required unless there is a bona-fide reason to decline participation.

As mentioned in our conversation [insert date] I am sending you a copy of the EDMP information package, which includes the Authorization Form, information about the program and confidentiality. Your EDMP union representative, [insert name] will also follow-up with you to review the EDMP program and answer any questions you may have.

Please complete the authorization form and return it by [date - one week from date of letter] so that we can enroll you in the program.

If we have not heard from you by then, we will notify your manager and the associated HR Advisor for further action. If you have concerns about participating in the program or there is some reason why you cannot participate please contact your EDMP Representative [insert EDMP Rep name and contact] to discuss.

Sincerely,

[DMP]

[DMP contact]