Agency Logo

Human Resources / Division / Unit

Sent via: email; mailing address

Date

Dear First Name:

On date you submitted a request for an accommodation under the Americans with Disabilities Act (ADA). This letter is in response to your request for an accommodation. Our agency is committed to providing you the necessary tools to perform your position’s essential functions, with or without reasonable accommodation.

In the communication exchanged during the interactive process, you indicated that your specific request was:

* What did the employee request on the form and/or during the discussions which took place during the interactive process?

I involved your supervisor as part of the interactive process. After a careful review of your request, we have determined that we are unable to provide you with a reasonable accommodation at this time because why can’t the agency provide the employee with the accommodation they requested? Why / how is the request the employee made an undue hardship under the ADA?

Since we are unable to provide you with reasonable accommodations in your current job, we can engage in the reassignment process under the ADA. As part of this process, we will attempt to accommodate you by looking for a vacant position for which you are qualified and in which you can perform the essential functions of the job. During a reassignment discussion with the employee, agencies need to know the geographical areas of the state, in which the employee wishes to be reassigned.

In order for us to explore all reassignment possibilities, we ask that you submit an updated resume and/or employment application. If it is more convenient for you, we can use the most recent application on file.

If we are unable to accommodate you via reassignment, we will need to re-engage and explore other options as available to you under the ADA.

Your records will be maintained in accordance with applicable confidentiality requirements.

Please don’t hesitate to contact me if you have questions.

Sincerely,

HR staff member, Title

Human Resources, Agency

Cc: Supervisor

Last revision: September 2020