Agency Logo

Human Resources / DIVISION / UNIT

Date

Dear First Name,

This letter is in response to your request for an accommodation under the Americans with Disabilities Act (ADA). We are committed to providing you with tools and reasonable accommodation(s) that will enable you to perform the essential functions of your job.

On DATE, we received your request for a reasonable accommodation. Your specific request was: what did the employee request on the ADA form and/or during the interactive process? As part of our discussions, we discussed the ADA, the interactive process, and your request. Your supervisor was included in interactive discussions on potential accommodation(s) but please note that we did not share your medical information with them. **Optional**: include the date(s) when the interactive discussions occurred.

Based on the information the agency obtained during the interactive process, as well as the agency’s current ability to accommodate your request, **Agency Name** approves the following accommodation(s):

As we have discussed, the agency considers this accommodation / (these accommodations) to be effective given your current medical requirements.

**Optional:** This accommodation / (these accommodations) will be in place for the next **\_\_\_\_\_\_\_\_** days at which point we will evaluate its effectiveness and the agency’s ability to continue providing it.

Accommodations may be reassessed per your request or by the agency if your underlying health condition changes and this accommodation is no longer effective or if this accommodation becomes an undue hardship to the agency.

If in the future you move to another job, please let your new supervisor know about the existing accommodations the agency approved. Human Resources staff may need to re-engage with you, your new supervisor, and your health care provider to ascertain if the previous accommodations are still effective; whether they are an undue hardship for the agency; and/or what other accommodations we can explore.

If this (these) accommodation(s) is are not in place within 30 calendar days, please contact me. The ADA path remains open to you, and you are welcome to contact me at any time if you wish to reengage in the interactive process.

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

Sincerely,

HR staff member, Title

Human Resources, Agency

Cc: Supervisor

Last revision: September 2020