# Reasonable adjustment confirmation letter

A template for an employer to confirm an employee's reasonable adjustments.

Instructions or options to fill in this template are in [square brackets].

[Today's date]

Dear [name of employee],

I am writing to confirm your reasonable adjustment request.

We met to discuss your request for reasonable adjustments on [date].

[Give a summary of the meeting and the request. Include the specific concerns about work and the adjustments discussed]

We agreed to put in place the following reasonable adjustments to support you. [Give specific details of the adjustment and the expected outcome].

We agreed to review the adjustments in [time period] to see how the adjustments are working for you and for [name of organisation].

We agreed that this review will take place [give details on how, for example face to face with a line manager or by email].

If you want to discuss the adjustments before the review, [give details of how to do this, for example talk to your line manager].

Yours sincerely,

[signature and full name of manager / employer]