

Date: [Insert Date]

To: [Employee Name]

From: [Name/Department]

Subject: Invitation to Interactive Process Meeting Regarding Reassignment

Dear [Employee Name],

We are writing to schedule an interactive process meeting to discuss your current employment status and potential workplace accommodations. Based on the medical documentation provided and our previous discussions, it appears that we need to explore a permanent transfer or reassignment to an alternative position as a form of reasonable accommodation.

The purpose of this meeting is to:

- Review your current medical restrictions and functional limitations.
- Discuss why your current position can no longer be modified to meet your needs.
- Identify vacant positions within the company for which you are qualified.
- Discuss the process for transferring to a new role.

Meeting Details:

Date: [Insert Date]

Time: [Insert Time]

Location/Link: [Insert Location or Virtual Link]

Please confirm your attendance by [Insert Deadline Date]. You are encouraged to bring any updated medical information or a list of your professional skills and experience to assist us in identifying suitable vacancies.

We look forward to working with you to find a solution that supports your continued employment with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]