

Subject: Invitation to Interactive Process Meeting - [Employee Name]

Dear [Employee Name],

We are writing to follow up regarding your request for [leave of absence/leave extension] or your recent notification of medical restrictions. [Company Name] is committed to providing reasonable accommodations to employees with disabilities or medical conditions to enable them to perform the essential functions of their jobs.

As part of this commitment, we would like to invite you to participate in an "interactive process" meeting. The purpose of this meeting is to discuss your functional limitations, your job responsibilities, and to explore potential reasonable accommodations that may allow you to work effectively or return to work safely.

**Meeting Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Format:** [In-person Address or Video Link/Phone Number]
- **Attendees:** [Name/Title of HR Representative], [Name/Title of Manager]

Please come prepared to discuss your specific work-related needs. If you have updated medical documentation or a list of specific restrictions from your healthcare provider that you have not yet shared, please provide them to Human Resources prior to or during this meeting.

Please confirm your availability for this meeting by [Date/Time]. If the proposed time does not work for you, please suggest an alternative time within the next [Number] business days.

We look forward to speaking with you and working together to find a solution.

Sincerely,

[Your Name]

[Your Title]

[Company Name]