

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Offer of Leave as a Reasonable Accommodation**

Dear [Employee Name],

We are writing to follow up on our recent interactive process discussions regarding your request for a reasonable accommodation due to a medical condition. You previously requested [describe the original accommodation requested, e.g., a specific modified workstation or schedule].

After a thorough review of your position's essential functions and our current operational needs, we have determined that we are unable to provide the specific accommodation you requested at this time because it [reason, e.g., creates an undue hardship/is not currently feasible].

As an alternative, we are offering you a period of [paid/unpaid] leave as a reasonable accommodation. This leave is intended to provide you with the time necessary to [recover/manage your condition] so that you may return to perform the essential functions of your position.

**The terms of this offer are as follows:**

- **Leave Start Date:** [Date]
- **Expected End Date:** [Date]
- **Compensation:** This leave will be [unpaid / paid using accrued vacation or sick time].
- **Benefits:** [Explain status of health insurance and other benefits during leave].
- **Job Restoration:** Upon your return on [Date] with a medical release, you will be reinstated to your position or an equivalent position, provided you can perform the essential functions with or without accommodation.

Please note that you are required to provide a medical certification from your healthcare provider confirming the need for this leave and your expected return-to-work date. Before returning to work, we will also require a fitness-for-duty certification.

Please indicate your acceptance of this alternative accommodation by signing below and returning this letter to [Department/Name] by [Date]. If you have questions or wish to discuss other possible alternatives, please contact me immediately.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]

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**Employee Acceptance:**

I accept the offer of leave as a reasonable accommodation as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_