

Date: [Date]

To: [Manager Name or Human Resources Department]

From: [Your Full Name]

Employee ID: [Your Employee ID Number]

Subject: Request for Religious Accommodation regarding Facial Hair Policy

Dear [Name of Contact Person],

I am writing to formally request a religious accommodation regarding [Company Name]'s grooming and facial hair policy. My sincerely held religious beliefs as a practitioner of [Name of Religion] require me to maintain facial hair/a beard.

I understand that the current company policy requires employees to be clean-shaven or maintains specific length restrictions. However, because of my religious observance, I am requesting an exception to this policy to allow me to grow and maintain my facial hair in accordance with my faith.

I am committed to maintaining a professional appearance and am happy to discuss reasonable measures to ensure that my facial hair remains neat, groomed, and compliant with any necessary safety or health regulations (such as the use of beard nets or specific grooming standards).

I am available to meet and discuss this request further or to provide additional information if required. I look forward to your response and to finding a solution that allows me to perform my job duties while remaining true to my religious practices.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]