

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Request for Religious Accommodation

Dear [Employee Name],

This letter is to formally notify you that your request for a religious accommodation, submitted on [Date of Request], has been reviewed and approved.

Specifically, the company has approved the following accommodation:

[Detailed description of the approved accommodation, e.g., modified work schedule, dress code exception, or leave of absence].

This accommodation will be effective starting [Start Date] and will remain in effect until [End Date or "further notice"].

Please note that while we have granted this accommodation based on the information provided, the company reserves the right to re-evaluate the accommodation if it results in undue hardship to business operations or if your job requirements change significantly.

If you have any questions regarding the implementation of this accommodation, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]