

[Date]

[Employee Name]
[Employee Address]

Subject: Initiation of Interactive Process - Religious Accommodation Request

Dear **[Employee Name]**,

We are writing to acknowledge receipt of your request for a religious accommodation regarding **[specific policy or job duty, e.g., the company dress code / work schedule / vaccination policy]**, submitted on **[Date]**.

[Company Name] is committed to providing equal employment opportunities and respects the religious beliefs and practices of all employees. In accordance with Title VII of the Civil Rights Act, we would like to engage in an "interactive process" with you to better understand your request and determine if a reasonable accommodation can be provided without causing undue hardship to the company's operations.

To assist us in this process, we would like to schedule a meeting to discuss the following:

- The specific nature of your religious belief, practice, or observance.
- How your belief or practice conflicts with your current job duties or company policy.
- Any specific accommodations you are suggesting that would eliminate this conflict.

We have scheduled a meeting for **[Date]** at **[Time]** via **[Location/Video Link]**. If this time does not work for you, please let us know immediately so we can reschedule.

In preparation for this meeting, you may be asked to provide supporting documentation or further information regarding your request if the nature of the religious conflict is not clear.

We look forward to discussing this with you and finding a mutually agreeable solution.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]