

[Company Name]
[Human Resources Department]
[Street Address]
[City, State, Zip Code]

[Date]

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

Subject: Notice Regarding Request for Reasonable Accommodation

Dear [Employee Name],

We are writing to formally respond to your request for a reasonable accommodation dated [Date of Request]. You requested the following accommodation: [Description of Requested Accommodation].

After carefully reviewing your request, the supporting documentation provided, and the essential functions of your position, we are unable to grant your request at this time for the following reason(s):

- [Reason 1: e.g., The requested accommodation would result in an undue hardship to the operation of the business.]
- [Reason 2: e.g., The accommodation would require the removal of an essential job function.]
- [Reason 3: e.g., The requested accommodation poses a direct threat to the health or safety of yourself or others.]
- [Reason 4: e.g., Other (specify)]

Please note that we have explored alternative accommodations, including [List Alternatives Discussed, if any], but determined that [Reason why alternatives were not feasible].

We value your contributions to [Company Name] and remain committed to engaging in the interactive process. If there are other accommodations you would like us to consider, or if your circumstances change, please contact [Name/Department] at [Phone Number/Email] to discuss further.

If you believe this decision has been made in error or if you wish to appeal this determination, you may do so by following the procedures outlined in the [Employee Handbook/Policy Name] or by contacting [Name of Official/Department] within [Number] business days.

Sincerely,

[Signature]
[Name of Sender]
[Title]