

[Your Name]
[Your Employee ID]
[Your Email/Phone Number]

[Date]

[HR Manager's Name or Department Name]
[Company Name]
[Company Address]

Subject: Request for Sign Language Interpreter for Exit Interview

Dear [HR Contact Name],

I am writing to confirm my scheduled exit interview on [Date] at [Time].

To ensure effective communication and full participation during this meeting, I am requesting a qualified Sign Language Interpreter as a reasonable accommodation. Please let me know once the interpreter has been scheduled.

If you need suggestions for interpreting agencies or have questions regarding this request, please contact me as soon as possible.

Thank you for your assistance in making this process accessible.

Sincerely,

[Your Signature]

[Your Printed Name]