

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Request for Reasonable Accommodation - Screen Reader Software

Dear [Employee Name],

This letter is to formally notify you that your request for a reasonable accommodation has been approved. Following our recent discussion and review of the documentation provided, [Company Name] will provide you with screen reader software to assist you in performing your essential job functions.

Accommodation Details:

- **Software:** [Name of Software, e.g., JAWS, NVDA, VoiceOver]
- **Installation Date:** [Date]
- **Technical Support:** The IT Department will assist with the installation and configuration of the software on your workstation.

The company will also provide necessary training sessions to ensure you are comfortable using the software within our internal systems. Please coordinate with [Name/Department] to schedule this training.

We will check in with you on [Date] to ensure that the software is functioning effectively and meeting your needs. Should you encounter any technical issues or require further adjustments, please contact the Human Resources department immediately.

Thank you for your contributions to [Company Name].

Sincerely,

[HR Representative Name]

[Title]

[Company Name]