

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Determination Regarding Request for Software Accommodation**

Dear [Employee Name],

This letter is to formally follow up on your request for a workplace accommodation dated [Date of Request]. You requested the implementation of [Name of Software] to assist with your job duties.

We have carefully reviewed your request and engaged in the interactive process to evaluate the feasibility of this software within our current technical infrastructure. After a thorough assessment involving our Information Technology and Finance departments, we regret to inform you that we are unable to grant this specific request at this time.

The decision is based on the fact that the requested software poses an undue hardship to the company due to the following reason(s):

- [Insert Reason: e.g., Significant financial cost that exceeds the budget]
- [Insert Reason: e.g., Technical incompatibility with existing security protocols]
- [Insert Reason: e.g., Substantial disruption to the fundamental operations of the network]

While we cannot provide the specific software requested, we remain committed to supporting you. We would like to continue our discussion to explore alternative accommodations that may effectively meet your needs without causing an undue hardship. These may include [List alternative options if applicable, or state "different technological tools or workflow adjustments"].

Please contact the Human Resources department by [Date] to schedule a meeting to discuss these alternative options.

Sincerely,

[Your Name]

[Your Title]

[Company Name]