

To: [Department Manager Name]

From: [Your Name/HR Department]

Date: [Date]

Subject: Notification of Software Accommodation for [Employee Name]

Dear [Department Manager Name],

This letter is to formally notify you that an assistive software accommodation has been approved for [Employee Name] to assist them in performing their essential job functions effectively.

Accommodation Details:

- **Software Name:** [Insert Software Name]
- **Purpose:** [e.g., Screen reading, speech-to-text, grammar assistance]
- **Installation Date:** [Date]

The IT department has been notified to handle the installation and technical setup. Please ensure that [Employee Name] is provided the necessary time to complete any required training for this tool.

We ask that you maintain the confidentiality of this accommodation in accordance with company policy and privacy regulations. No further action is required from your side other than supporting the integration of this tool into the employee's workflow.

If you have any questions regarding the implementation process, please contact [Department/Contact Person].

Best regards,

[Your Signature]

[Your Title]