

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Approval of Request for Scent-Free Environment Accommodation

Dear [Employee Name],

This letter is to formally notify you that your request for a workplace accommodation regarding a scent-free environment has been approved, effective [Insert Date].

To support your health and well-being in the workplace, the following measures will be implemented:

- **Workstation Adjustment:** Your workstation will be relocated to or maintained in an area with optimal ventilation and minimal exposure to high-traffic zones.
- **Office Policy Notice:** Management will issue a formal reminder to staff in your immediate department regarding the existing scent-free workplace policy, requesting that employees refrain from wearing strong perfumes, colognes, or scented lotions.
- **Maintenance Protocols:** We have coordinated with the facilities team to ensure that only low-odor or unscented cleaning products are used in your designated work area.
- **Meeting Protocols:** For meetings involving you, organizers will be asked to request that participants attend scent-free.

We will monitor the effectiveness of these accommodations periodically. Please notify [Insert Manager or HR Name] immediately if you encounter any challenges or if your needs change so that we may adjust the plan accordingly.

Thank you for your cooperation as we work to provide a productive and healthy environment for all employees.

Sincerely,

[Your Name]

[Your Title]

[Company Name]