

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Approval of Reasonable Accommodation Regarding Air Quality**

Dear [Employee Name],

This letter is to formally notify you that your request for a reasonable accommodation regarding air quality concerns has been reviewed and approved.

Based on our interactive process and the documentation provided, the following accommodations will be implemented effective [Start Date]:

- [Description of accommodation, e.g., Installation of HEPA air purifier at workstation]
- [Description of accommodation, e.g., Relocation to a workspace with enhanced ventilation]
- [Description of accommodation, e.g., Permission to wear a personal filtration mask]
- [Description of accommodation, e.g., Notification prior to scheduled building maintenance or painting]

These accommodations are intended to assist you in performing the essential functions of your position while maintaining your health and safety. We will monitor the effectiveness of these measures and may check in with you periodically to ensure they remain sufficient.

Please note that if there are significant changes to your medical condition or work requirements, you should contact the Human Resources department to discuss potential adjustments to this plan.

If you have any questions regarding these arrangements, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]