

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Follow-Up on Interactive Process Meeting - Allergy Accommodation Request**

Dear [Employee Name],

This letter is a follow-up to our meeting on [Date] regarding your request for workplace accommodations related to your [Specific Allergy, e.g., fragrance/nut/latex] allergy.

During our discussion, we reviewed the medical documentation provided and explored potential adjustments to your work environment to mitigate exposure risks. Based on our conversation, the following action items were identified:

- **Proposed Accommodation:** [Description of accommodation, e.g., relocated desk, HEPA filter, or designated nut-free zone].
- **Employer Actions:** [Description of what the company will do, e.g., purchasing equipment or updating signage].
- **Employee Actions:** [Description of what the employee will do, e.g., providing further medical clarification or notifying HR of reactions].

We are currently evaluating the effectiveness and feasibility of these measures. We expect to provide a final determination regarding the implementation of these accommodations by [Date].

In the meantime, please notify [Contact Name/HR] immediately if you experience an allergic reaction or if your medical needs change. We remain committed to working with you to find an effective solution that allows you to perform your job duties safely.

If you have any questions or if the summary above does not accurately reflect our discussion, please contact me by [Date].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]