

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Determination Regarding Request for Reasonable Accommodation

Dear [Employee Name],

We have carefully reviewed your request for [describe the requested accommodation] dated [date]. Following our interactive process and evaluation of the requirements for your role as [Job Title], we are writing to inform you of our decision.

At this time, we are unable to grant your specific request for [requested accommodation]. This decision was made because [state reason, e.g., the request poses an undue hardship to the department / the request would require the removal of an essential job function].

While we cannot provide the specific accommodation you requested, we are committed to supporting your ability to perform your job. Therefore, we would like to offer the following alternative accommodation(s):

- [Description of alternative offer 1]
- [Description of alternative offer 2]

We believe these alternatives will effectively address your needs while allowing you to fulfill the essential functions of your position. Please review these options and let us know if you accept this alternative arrangement by [date].

If you have any questions or would like to discuss these alternatives further, please contact [HR Representative Name] at [Phone/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]