

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Testing Accommodation Request

Dear [Employee Name],

We are writing to formally notify you that your request for testing accommodations has been reviewed and approved.

Based on our discussion and the documentation provided, the following accommodations will be implemented for your upcoming [Name of Test/Assessment] scheduled on [Date]:

- [Accommodation 1, e.g., Extended time (1.5x)]
- [Accommodation 2, e.g., Private room/Quiet space]
- [Accommodation 3, e.g., Use of screen reading software]
- [Accommodation 4, e.g., Frequent breaks]

The testing will take place at [Location/Online Portal]. Please report to [Name of Coordinator/Supervisor] at least 15 minutes before the start time to ensure all technical and environmental setups are ready.

These accommodations are specific to this assessment. If you require accommodations for future tasks or different types of evaluations, please submit a new request through the standard HR process.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]