

Date: [Insert Date]

To: [Employee Name]
[Employee ID / Department]

Subject: Dietary Accommodation Request - Onboarding Information

Dear [Employee Name],

Welcome to [Company Name]. As part of our onboarding process and our commitment to an inclusive workplace, we want to ensure that your dietary needs are met during company-sponsored events, meetings, and office luncheons.

To help us provide appropriate meals and snacks, please provide details regarding any of the following:

- Food Allergies (e.g., Peanuts, Shellfish, Dairy, etc.)
- Dietary Restrictions (e.g., Celiac Disease/Gluten-Free, Diabetes, etc.)
- Religious or Ethical Preferences (e.g., Halal, Kosher, Vegan, Vegetarian, etc.)
- Severity of Allergies (e.g., Airborne, Cross-contamination concerns, etc.)

Employee Response:

[Insert details here or indicate "None"]

Please return this information to [HR Contact Name/Department] by [Insert Date]. This information will be kept confidential and shared only with relevant event coordinators or catering staff to ensure your safety and comfort.

If your dietary needs change during your employment, please notify the Human Resources department so we can update our records.

Sincerely,

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