

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Confirmation of Dietary Accommodations for [Event Name]

Dear [Employee Name],

Human Resources has received your request regarding dietary restrictions and food allergies for the upcoming event, [Event Name], scheduled for [Date].

We are writing to confirm that we have coordinated with the catering team to ensure that your requirements are met. Based on your submission, the following accommodations have been made:

- **Stated Restriction/Allergy:** [Specify, e.g., Gluten-Free / Vegan / Nut Allergy]
- **Meal Provision:** [Specify, e.g., A separate labeled meal will be provided / All buffet items will be clearly labeled with ingredients]

Upon arrival at the venue, please [Instruction, e.g., identify yourself to the server / visit the designated dietary station] to receive your meal.

If there are any changes to your dietary needs or if you have further questions regarding the menu, please contact the HR department at [Phone Number/Email] no later than [Deadline Date].

We look forward to your participation in the event.

Best regards,

[Your Name]

[Your Title]

[Company Name]