

Date: [Date]

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

Subject: Response to Request for Reasonable Accommodation

Dear [Employee Name],

We have completed our review of your request for the following accommodation: [Description of Requested Accommodation].

After a thorough assessment of your request and an evaluation of the associated costs, we regret to inform you that we are unable to grant this specific accommodation at this time. Our determination is based on the fact that the requested accommodation would result in an undue hardship to the organization due to excessive financial cost.

In reaching this decision, we considered the following factors:

- The nature and net cost of the accommodation.
- The overall financial resources of the facility and the organization.
- The impact of the expenditure on the operation of the business.

While we cannot provide the specific accommodation requested, we remain committed to engaging in the interactive process. We would like to discuss potential alternative accommodations that may be effective in allowing you to perform your essential job functions without causing an undue financial burden.

Please contact [Name of Contact Person/HR Department] by [Date] to schedule a meeting to explore alternative options.

Sincerely,

[Name]
[Title]
[Company Name]