

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

We are writing to formally respond to your request for a reasonable accommodation dated [Date of Request]. We have carefully reviewed your request to [Description of requested accommodation, e.g., remove specific job duty].

To evaluate your request, we engaged in an interactive process and reviewed your current job description. After thorough consideration, we must inform you that your request is denied.

The reason for this denial is that the task(s) you requested to be removed-specifically [List specific task(s)]-are considered "essential functions" of your position. Under the Americans with Disabilities Act (ADA), an employer is not required to eliminate essential functions of a job as an accommodation.

Removing these essential functions would result in an undue hardship for the company because:

- [Reason 1: e.g., The position exists specifically to perform this function.]
- [Reason 2: e.g., There are a limited number of employees available among whom the performance of that job function can be distributed.]
- [Reason 3: e.g., The function is highly specialized and the incumbent was hired for their expertise in performing it.]

We remain committed to the interactive process. While we cannot remove these essential functions, we would like to continue discussing alternative accommodations that may assist you in performing these duties without causing an undue hardship. Please contact [Contact Person/HR Name] at [Phone Number/Email] by [Date] to discuss any other potential options.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]