

Date: [Date]

To: [Supervisor Name or Human Resources Department]

From: [Your Name]

Subject: Request for Reasonable Accommodation - Stop-the-Clock Breaks

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA). I have a medical condition, Post-Traumatic Stress Disorder (PTSD), which impacts my ability to perform certain tasks without interruption when symptoms are triggered.

To manage these symptoms and maintain my productivity, I am requesting "stop-the-clock" breaks. This accommodation would allow me to take short, unscheduled breaks as needed to practice grounding techniques or stabilization exercises. During these brief periods, I would stop my current work task or "stop the clock" on timed assignments, and resume once I am able to focus effectively.

I am confident that these brief intervals will allow me to manage my condition while ensuring that the quality and total output of my work remain high. I am available to discuss how this process can be integrated into my daily workflow to minimize any impact on operations.

Included with this letter is documentation from my healthcare provider supporting the medical necessity of this request. I look forward to discussing this further to reach a formal agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]