

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Initiation of Interactive Process Regarding Court Appearance Accommodations

Dear [Employee Name],

This letter serves as a formal initiation of the "interactive process" to discuss your request for adjustments or leave related to an upcoming court appearance scheduled for [Date].

Our goal is to engage in a good faith dialogue to understand your specific needs and determine what reasonable accommodations or schedule modifications can be implemented to support your legal obligations while maintaining operational requirements.

To facilitate this process, please be prepared to discuss the following during our meeting:

- The anticipated duration of the court-related absence.
- Potential flexible scheduling options (e.g., remote work, shifted hours, or use of accrued leave).
- Any specific documentation required by company policy regarding court attendance.

I would like to schedule a brief meeting on [Date] at [Time] via [Meeting Method/Location] to explore these options together. If this time does not work for you, please suggest an alternative time by [Deadline Date].

We are committed to working collaboratively with you to find a mutually agreeable solution.

Sincerely,

[Your Name]

[Your Title]

[Company Name]