Reasonable Adjustments – Acceptance Letter

Address

Address

Date: 00 Month 2024

Dear [Name],

I am writing to confirm your reasonable adjustment request has been accepted.

We met on [date] to discuss your request and considered [insert details of discussions, including any specific concerns].

The following reasonable adjustments will be put in place to support you:

[inset details].

We have agreed to review these reasonable adjustments in [time period] to discuss if the adjustments are working for you and [the department/school]. The review will take place on [date] at [time] in [location].

If you have any queries about this letter or the agreed adjustments prior to the review meeting, please contact me on [details].

Yours sincerely,

[Name]

[Job Title/Position]

[School]