Logo, company name

Description automatically generated

|  |  |
| --- | --- |
| Date of Review |  |
| Employee Name |  |
| Name and Role of Reviewer |  |
| Current Adjustments | Insert details of current reasonable adjustments |
| Changes Requested | Is the change for the current reasonable adjustments?  What is the change requested?  Who has requested the change?  What is the reason for the change? |
| Changes Agreed | Confirmation of agreed reasonable adjustments |
| Date for next review |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_