

## EMPLOYER RESPONSE TO REQUEST FOR REASONABLE ACCOMMODATION

Dear \_\_\_\_\_

Employee

You recently requested that we make an accommodation to enable you to perform:

- the job we have offered to you.
- the job you hold.
- the job to which you seek a transfer/promotion.

The accommodation you requested was: \_\_\_\_\_

It is this Company's policy to provide reasonable accommodation for qualified individuals with disabilities in accordance with the Americans With Disabilities Act (ADA). However, we provide accommodation only to the extent medically necessary and reasonably feasible. We therefore request that you provide a letter from your physician to document that:

- You have a disability within the provisions of the ADA. The doctor should provide information indicating the nature of your disability, the expected duration of the disability, and whether the disability substantially limits one or more major life activities (e.g., walking, speaking, breathing, seeing, hearing, learning, or working).
- You need accommodation to perform the job you hold or seek. The doctor should indicate any restrictions that would affect your ability to safely perform the job outlined in the enclosed job description, as well as any accommodations required. We ask that the doctor offer alternative suggestions for accommodations where possible to assist us in finding a workable accommodation.

Please provide us with this information as soon as possible so that we may further proceed in our review of your request. We will further consider your request once the requested documentation has been provided.

Please note that we will keep any medical information in your personal medical file confidential and disclose this information only to those who need to know. For example, we may disclose information on a confidential basis to an outside health care professional to obtain expert advice on possible types of accommodation or on whether you are entitled to accommodation under the ADA.

Although we can make no commitments without the necessary information, we very much hope that we can find a mutually agreeable arrangement to enable you to work here.

Thank You,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date