

Requesting workplace medical accommodations involves a formal and clear approach, detailing your specific medical needs and requesting reasonable adjustments to support your work. This guide offers free letter templates for requesting workplace medical accommodations, including an example that matches one of the templates exactly, essential considerations, and a variation of the template.

Approach and Benefits of Requesting Workplace Medical Accommodations

- **Detail Specific Medical Needs:** Clearly describe the medical condition and the specific accommodations required.
- **Request Reasonable Accommodations:** Specify the adjustments or changes needed to facilitate your work.
- **Provide Medical Justification:** If comfortable, include a brief explanation or medical documentation to support your request.
- **Maintain a Professional Tone:** Ensure your request is respectful and professional, acknowledging the company's efforts to accommodate.

Components of a Workplace Medical Accommodation Request Letter

Formal Greeting: Address the letter to your supervisor, HR representative, or other relevant personnel.

Introduction of Medical Condition: Briefly mention your medical condition (if comfortable doing so).

Explanation of Needed Accommodations: Describe the specific accommodations you are requesting.

Importance of Accommodations: Explain how these accommodations will enable you to perform your job effectively.

Closing with a Request for Dialogue: Conclude by expressing your willingness to discuss the request further.

Advice for Drafting a Workplace Medical Accommodation Request Letter

Clarity and Specificity: Be clear about your medical needs and the specific accommodations you are requesting.

Respectful and Appreciative Tone: Maintain a tone that is appreciative of the employer's consideration.

Confidentiality and Sensitivity: Handle the details of your medical condition sensitively, respecting your own privacy.

Focus on Job Performance: Emphasize how the accommodations will support or enhance your work performance.

Professional and Error-Free Composition: Ensure your letter is well-written and free from errors.

Workplace Medical Accommodation Request Template

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]

[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request reasonable accommodations in the workplace due to my medical condition. As a [Your Job Title] in [Your Department], I have recently been diagnosed with [Medical Condition], which affects my ability to [Describe how the condition affects your work].

To continue performing my job duties effectively, I am requesting [Describe the specific accommodations you need, such as a flexible work schedule, ergonomic office equipment, special software, etc.]. These accommodations are necessary to assist me in managing my condition while maintaining my work performance.

I understand the importance of these accommodations for both my well-being and my professional responsibilities. I am open to discussing alternative solutions if needed and will provide any necessary medical documentation upon request.

Thank you for considering my request. I look forward to discussing this with you and finding a mutually agreeable solution.

Sincerely,

[Your Printed Name]

Example Letter Matching the Template

Emily Johnson
Graphic Designer
Creative Department
DesignWorks Inc.

123 Art Street
Creative City, CC 45678
emily.johnson@designworks.com
(555) 654-3210
June 8, 2024

Sarah Brown
Human Resources Manager
DesignWorks Inc.
123 Art Street
Creative City, CC 45678

Dear Ms. Brown,

I am writing to request reasonable accommodations in the workplace due to my medical condition. As a Graphic Designer in the Creative Department, I have recently been diagnosed with carpal tunnel syndrome, which affects my ability to use standard computer peripherals for extended periods.

To continue performing my job duties effectively, I am requesting an ergonomic keyboard and mouse, as well as the option for periodic breaks to rest my hands. These accommodations are necessary to assist me in managing my condition while maintaining my work performance.

I understand the importance of these accommodations for both my well-being and my professional responsibilities. I am open to discussing alternative solutions if needed and will provide any necessary medical documentation upon request.

Thank you for considering my request. I look forward to discussing this with you and finding a mutually agreeable solution.

Sincerely,

Emily Johnson

Variation of Workplace Medical Accommodation Request Template

[Your Name]

...

[Recipient's Name]

...

Dear [Recipient's Name],

I am reaching out to discuss necessary workplace accommodations due to [State a different medical condition]. As a [Your Job Title] in [Your Department], I am finding it challenging to manage my condition while fulfilling my job responsibilities.

To better support my work and health, I require [Describe different specific accommodations, such as modified work hours, a standing desk, a quiet workspace, etc.]. These changes will significantly help in accommodating my medical needs and sustaining my work efficiency.

I am committed to my role at [Company Name] and believe these accommodations will ensure continued productivity and job satisfaction. I am willing to collaborate on finding the best way to implement these changes and can provide medical documentation if necessary.

I appreciate your understanding and support in this matter. Looking forward to a positive outcome from our discussion.

Best regards,

[Your Printed Name]