



When an adjustment has been refused template

Email subject line: Follow-up on my reasonable adjustment request

Dear [manager/HR name],

Thank you for responding to my reasonable adjustment request.

I understand that my request for [adjustment requested] has not been agreed.

Please could you explain why the adjustment is not considered reasonable and whether there are any alternative adjustments we could consider?

The difficulty I am trying to address is [briefly explain the barrier].

I would like to find another way to reduce this disadvantage so that I can continue to do my job as effectively and safely as possible.

Could we arrange a meeting to discuss other options?

Kind regards,

[Your name]