

[Your Name]
[Your Job Title]
[Your Department]
[Date]

[Employee Name]
[Employee Job Title]
[Department]

Subject: Request for Clarification Regarding Accommodation Needs

Dear [Employee Name],

We are writing to follow up on your recent request for workplace accommodations. To ensure we provide the most effective support and better understand how we can assist you in performing your essential job functions, we require some additional clarification.

Specifically, we would appreciate further information regarding:

- The specific functional limitations or challenges you are experiencing in your current role.
- How the proposed accommodations will assist you in completing your daily tasks.
- Any alternative suggestions or tools that may be helpful for your workspace.

If applicable, please provide any relevant documentation from your healthcare provider that outlines your functional requirements. Please note that we do not require a specific diagnosis, only information regarding your workplace needs.

We would like to schedule a brief meeting on [Date] at [Time] to discuss this further. Please let us know if this time works for you, or suggest an alternative.

We look forward to working with you to find a suitable solution.

Best regards,

[Your Signature]
[Your Printed Name]