

Accommodation Request Template

A short, ready-to-adapt template for asking your employer for the support that helps you do your best work. Requesting an accommodation is a normal, protected part of employment, and most accommodations cost employers little or nothing.

How to use this

This is a simple template for requesting a workplace accommodation in writing. You do not have to name a diagnosis to make a request. Keep it short, focus on what helps you do the job, and offer to discuss. Fill in the blanks, delete what does not apply, and send it to your manager or HR.

Date

To (manager or HR)

From

Message

Hi [name],

I am writing to request a workplace accommodation so I can do my best work. I would find the following helpful:

1. _____
2. _____
3. _____

These adjustments would help me by _____. Most are simple to put in place, and I am glad to talk through the details or provide documentation if the process calls for it.

Thank you for considering this. I would welcome a short conversation at a time that works for you.

Best,
[your name]

Common accommodations to consider

- Written instructions and agendas in advance.
- Noise-reducing headphones or a quieter space.
- Flexible or focused work hours.
- Fewer, planned check-ins instead of drop-ins.
- A clear, written definition of "done."
- Extra time or a distraction-free room for tasks.
- Communication in writing rather than by phone.
- A mentor or buddy for the first months.

Notes for my conversation

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