Dear [name of your manager/HR officer]

Request for reasonable adjustments

I am writing this letter to ask for some changes to my work schedules and arrangements. I want to be able to do my job well and making these changes will support me to do it well.

[Describe your mental health problem and how this is making it more difficult for you at work at the moment.]

Explain

- what changes you would like to have made to your working condition
- how these changes would help you to do your job better
- if you can, set out how these changes can be done without causing problems for the employer.]

I understand that the Equality Act 2010 says that employers have a duty to take positive steps to ensure that people can access and progress in their employment by making reasonable adjustments for disabled employees when a person is at a substantial disadvantage compared with an employee who is not disabled.

Employers must take reasonable steps to make address the substantial disadvantage and this can include:

- changes to the way things are organised - policies, procedures and practices
- changes to the physical environment
- providing extra aids and services.
If it is reasonable for the employer to make a change then it should be made.

I do hope you will be able to make the changes I am asking for.

I would be happy to discuss this request in more detail but it would be helpful if I could have a written response within 14 days.

Thank you very much.

Yours sincerely,

[Your signature
Your name in print]