

Please note:

- Always remember to keep a copy of any letter you send.
- If you can get one, include a letter from your doctor or community psychiatric nurse (CPN) or other professional confirming your mental health problem. Make sure they note down how your mental health problem is affecting you at work and how the changes you want could help you to work better.

[Name of the manager/HR officer  
Address of the organisation]

Date

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]