

# Template letter: asking your employer for changes at work

**Please note:**

- Replace the text in [square brackets] on this template with your own specific details and information.
- Always remember to keep a copy of any letter you send.
- If you can, include a letter from a health professional confirming your mental health problem. For example, this could be from your doctor or community psychiatric nurse (CPN). Make sure they note down how your mental health problem affects your work, and how the changes you want could help you to work better.

[Name of your 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.

[Next, you need to describe your mental health problem and how it's making work more difficult for you at the moment.

Describe and explain:

- What changes you'd like to have made to your situation at work

- How these changes would help you to do your job better
- How these changes can be done without causing problems for your employer, if this is possible.]

I understand that the Equality Act 2010 says that employers have a duty to make reasonable adjustments for disabled employees. This means taking steps to ensure that disabled employees are not at a substantial disadvantage at work.

Employers must take reasonable steps to help improve the substantial disadvantage. This can include:

- Changes to the way things are organised – such as policies, procedures and practices
- Changes to the physical working environment
- Providing extra equipment and services to the employee

If it is reasonable for an 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 my request in more detail, but it would be helpful if you could provide a written response within 14 days.

Thank you very much.

Yours sincerely,

[Put your signature here]

[Put your name in block capitals here]