# Mental health reasonable adjustment confirmation template

A template for an employer to confirm an employee's reasonable adjustments for mental health after they've been agreed.

Instructions or options to fill in this template are in [square brackets].

[Today's date]

Dear [name of employee],

I am writing to confirm your reasonable adjustment request.

We met to discuss your request for reasonable adjustments on [date].

[Give a summary of the meeting and the request. Include the specific concerns about work and the adjustments discussed]

We have agreed to put in place the following reasonable adjustments to support your mental health [give specific details of the adjustment and the expected outcome].

It's hoped that these adjustments will help you to manage your mental health and meet the needs of [name of organisation].

We have agreed to review the adjustments in [time period] to see how the adjustments are working for you and for [name of organisation].

We have agreed that this review will take place [give details on how, for example face to face with a line manager or by email].

If at any point before the agreed review you or [name of organisation] need to raise a concern about the adjustment or propose changes, we agreed that we will do this by [give details on how this will be raised, for example face to face with a line manager or by email].

Yours sincerely,

[signature and full name of manager / employer]