

ACCOMMODATION LETTER



To:

Dear _____,

I hope this letter finds you well. The purpose of this letter is to request special accommodation for me related my _____, to continue working for this company.

I have been working for our Company since _____ as a _____ under the _____ Department. However, due to _____

_____, it is not possible for me to work in my current location and I am seeking reasonable accommodations to ensure continued productivity and contribution to the company.

I am open to discussing possible accommodations further and exploring potential solutions that are feasible for both parties. I am committed to maintaining valuable contributions to the success of the Company.

If you have any questions, or need supporting documents regarding my special circumstance, please let me know. Thank you for your understanding and support.

Respectfully,



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