

REASONABLE ADJUSTMENTS REQUEST LETTER

YOUR DETAILS

[Your full name]	[Your job title / role]
[Date (e.g. 1 April 2026)]	

MANAGER'S DETAILS

[Manager's name]	[Their job title]
[Company name]	

Dear [Manager's name],

Re: Request for reasonable adjustments under the Equality Act 2010

I am writing to formally request reasonable adjustments to support me in my role as [your job title].

I have [describe your condition — e.g. ADHD, autism, dyslexia, or a neurodevelopmental condition] which has a substantial and long-term effect on [describe the specific day-to-day activities affected — e.g. processing written information quickly / managing time and deadlines / working in noisy environments]. This means I qualify for the protections under the Equality Act 2010, which places a duty on employers to make reasonable adjustments to remove or reduce the disadvantage I face compared to non-disabled colleagues.

I am not asking you to change what I do — I am asking for changes to how I do it.

The adjustments I am requesting are:

1. [Adjustment — e.g. Written confirmation of tasks and deadlines after verbal briefings]
2. [Adjustment — e.g. Permission to wear noise-cancelling headphones in the office]
3. [Adjustment — e.g. Flexible start time of 10am rather than 9am]
4. [Adjustment — e.g. Working from home X days per week]
5. [Add or remove adjustments as needed]

These adjustments are low cost, practical, and would allow me to perform my role to the best of my ability.

I would welcome the opportunity to discuss this further at a time that suits you. I am happy to provide supporting information from a healthcare professional if that would be helpful, though this is not a legal requirement for you to consider my request.

I look forward to your response.

Yours sincerely,

[Your name]

[Contact details / email address]

Notes for completing this letter

- You do not need a formal diagnosis — describe the functional impact of your condition
- “Substantial and long-term” means more than minor/trivial and lasting at least 12 months
- Your employer must consider your request seriously and explain any refusal in writing
- If refused without reason, you can raise a grievance or contact ACAS ([acas.org.uk](https://www.acas.org.uk)) for free advice
- Keep a copy of this letter and any response you receive