



Draft Reasonable Adjustments letter

Know your rights if you're a disabled person in the workplace

You can use the below template to ask for reasonable adjustments from your employer. Please make the necessary edits. You can copy and paste it into a Word document.



PLEASE FILL IN OR/AND DELETE THE SECTIONS IN YELLOW AS NEEDED

[ADDRESS]

[DATE]

By [EMAIL AND/OR/LETTER] [EMAIL ADDRESS OF HR OFFICER/MANAGER]

Dear [NAME]

Request for reasonable adjustments

I am writing to you to ask for adjustments to [my role or be more specific].

Background

[explain your disability, (both the nature of the impairment and how it affects your ability to do day-to-day tasks. You should also explain what it is that is putting you at a disadvantage. You could experience more than one disadvantage and might need multiple adjustments. There is no legal limit on the number of adjustments you are entitled to ask for].

I consider myself to be a disabled person, as defined by [section 6\(1\)](#) of the Equality Act 2010.

Reasonable adjustments

[Section 20](#) of the Equality Act 2010 says employers have a legal duty to help disabled employees, who are at a substantial disadvantage when compared with employees who do not have the same disability. This is known as the duty to make reasonable adjustments.

Employers must take reasonable steps to address the disadvantage, this can include:

- changes to the physical environment;
- changes to the way things are organised (practices, policies and procedures); and/or
- providing auxiliary aids.

In my own case, to counteract the disadvantage(s) I experience, the following adjustment(s) should be made:

[explain:

- what changes you need
- how they will offset the disadvantage
- why you think the adjustment is reasonable, bearing in mind the size and resources of the employer. Do your best to anticipate their objections and respond to them before the employer can make them. Objections could include cost, lack of human resources (such as where you are asking for more breaks, a different shift pattern or to have another person assist with some duties, or the practicality of changing a particular policy.

Next steps

I do hope you are able to make the changes I am asking for. Please can you provide me with a written response within [14] days.

Thank you for looking into my request, I would be happy to discuss this in more detail if necessary. I would also be willing to be referred to an Occupational Health practitioner who can assess my needs and make recommendations accordingly.

I look forward to receiving your response.

Reasonable adjustments
Know your rights

TOYNBEE
HALL



Yours sincerely

[NAME]



Further information & resources

We have more resources on reasonable adjustments. Please see our resources here:

https://www.toynbeehall.org.uk/know-your-rights/?_resource_category=employment

Resources and guides on reasonable adjustments by Scope here:

<https://www.scope.org.uk/advice-and-support/reasonable-adjustments-at-work/>

Organisations

Disability Law Service provides legal advice and representation on disability rights: <https://dls.org.uk/>

Disability Rights UK provides advice and carries out policy campaigns:

<https://www.disabilityrightsuk.org/about-us>

Toynbee Hall's Free Legal Advice Centre

If you need free one-off legal advice, you can fill in this form by Free Legal Advice Centre (FLAC) of Toynbee Hall:

<https://www.toynbeehall.org.uk/free-advice/legal-advice/#online-flac-ia-form>
or you can email FLAC here: flac@toynbeehall.org.uk

Please know that we do not offer representation or do case work. We provide advice on housing, employment, immigration, consumer, civil matters and more.

If you want to find other free legal clinics or you need representation, please look at LawWorks here: <https://www.lawworks.org.uk/legal-advice-individuals>