**Template for requesting reasonable adjustments**

Dear [*name*],

I have recently accepted a job offer for the role of *[job title]* at [*organisation*], and look forward to starting on [*date]*.

In advance of joining, I would like to make you aware that I have a health condition that impacts me at work. [*Provide further details about your health condition as appropriate/that you feel comfortable with]*.

I would welcome a conversation to discuss reasonable adjustments that could be put in place to support me in carrying out the role.

Please feel free to contact me on ‘xxxxxxxx or xxxx@xxxxx.com’ to set up a time to discuss further.

Many thanks,

[*name*]