TO:

FROM:

RE: Request for Accommodation

Dear :

Thank you for providing documentation regarding your functional limitations . values its employees and is committed to workplace health and safety. This letter serves as confirmation that reasonable adjustments will be made on a temporary basis. Those adjustments will be made through . During that time, I would request that you contact Disability Services at 612-624-3316. Disability Services can assist in documenting your needs in a confidential manner as well as assessing with you and your department any long-term accommodations or adjustments that may be needed. Please contact Disability Services within the next two business days to schedule an appointment.

If you choose not to meet with Disability Services, we will not be able to make adjustments to your position beyond the date listed above.

In addition, you may want to contact the Employee Assistance Program (EAP) at 612-626-0253. EAP may be able to assist you and/or your immediate family regarding other issues that interface with your employment.

Sincerely,

cc: Dave Fuecker, Disability Services (Fax memo to: 612-625-5572)
, University Services HR