

Reasonable adjustments request letter: employer

From ADHD Helper, adhdhelper.co.uk/guides/reasonable-adjustments-letter-templates/
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Basis: under the Equality Act 2010, employers must make reasonable adjustments so that workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged when doing their jobs, and the employer pays for them. The duty applies once the employer knows, or could reasonably be expected to know, about the disability. Sources: gov.uk, Reasonable adjustments for workers with disabilities or health conditions; Acas, Reasonable adjustments (both checked 27 July 2026).

Replace everything in square brackets. Send by email or letter to your manager or HR so there is a written record, and keep a copy.

Dear [manager's name / HR],

I am writing to request reasonable adjustments to my role under the Equality Act 2010.

I have ADHD [if diagnosed: , which was diagnosed by [clinician/service] in [year]] [if awaiting assessment: and I am currently on the pathway for a formal assessment]. It is a long-term condition that affects my day-to-day working life, in particular [pick 2 or 3, with a real example each]:

- [Example: holding verbal instructions in memory. In practice this means actions agreed in meetings can get lost unless they are confirmed in writing.]
- [Example: sustaining focus in a noisy open-plan environment, which makes detailed work take much longer than it should.]
- [Example: starting and switching between tasks when priorities are not explicit.]

I would like to discuss the following adjustments, each matched to one of those difficulties:

1. [Example: key instructions and meeting actions confirmed in writing, for instance a short email or shared notes.]
2. [Example: use of noise-cancelling headphones and, where possible, a desk in a quieter area for focused work.]
3. [Example: a short weekly check-in with you to agree priorities for the week.]
4. [Example: deadlines broken into staged milestones for larger pieces of work.]

These are process changes rather than significant costs, and I believe they would remove most of the disadvantage I currently experience while improving what I deliver. I am very open to discussing alternatives that achieve the same effect.

I may also apply to Access to Work, the government scheme that can fund support beyond what an employer is expected to provide, such as specialist coaching or software. If I do, I will let you know, as it may need brief input from you.

Could we arrange a time to discuss this? I am happy for this letter to be shared with HR and kept on my file.

Yours sincerely,

[Your name]

[Job title]

[Date]

Notes before you send

- You do not need a formal diagnosis to ask for adjustments, but the legal duty applies where your condition meets the Equality Act definition of disability (a long-term condition with a substantial effect on day-to-day activities) and the employer knows or reasonably should know about it.
- Tie every request to the difficulty it fixes. Vague requests get vague outcomes.
- If the response stalls, follow up in writing, and consider advice from Acas ([acas.org.uk](https://www.acas.org.uk)) or Citizens Advice.

Information only, not legal advice. For advice on your own situation contact Acas, Citizens Advice or an employment adviser.