

Workplace accommodations request template

A respectful template to request workplace accommodations (US wording).

Request outline

I am requesting adjustments/accommodations to support my work. These are intended to improve focus, reduce overload, and help me meet role expectations.

- %i Quiet workspace or noise reducing options
- %i Written instructions after meetings
- %i Flexible start time for regulated routines
- %i Meeting agenda shared in advance

Impact summary

Adjustment | Impact on work | How success will be measured

Quiet space | Less sensory overload | Fewer interruptions

Written summaries | Clearer task follow through | Reduced rework