

(Employer – Failure to make a reasonable adjustment) PLEASE DELETE

Your address

Enter Employer's Name

Enter Address

Date

Dear **Enter name of person you are writing to**,

Subject: (say what your letter is about)

I would like you to accept this letter as a formal complaint for a failure to make a reasonable adjustment at **(enter the name of the employer)**.

Under the Equality Act 2010, as an employer you have a duty to make reasonable adjustments through amendment of a policy or procedure; physical changes to the workplace, or provision of additional equipment or support, for an individual who is at a substantial disadvantage due to their disability.

- **(Describe what has happened and how you are at a substantial disadvantage because of your disability. Give the facts of the case, being specific and clear.)**
- I believe the **(explain the policy/practice/lack of equipment etc and how it is causing the disadvantage)** places me as a disabled person at a substantial disadvantage when compared to a non-disabled person.

I believe you have failed to make an adjustment by not **(explain what adjustment could have been made and how it would help you with your disability)**.

If you feel you are unable to make the reasonable adjustments, please provide your reasons in writing as to why you are unable to make them.

I look forward to receiving your response in writing within 28 days from the receipt of this letter.

Yours sincerely

(Your name)