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LETTER TO EMPLOYEE – RECONSIDERATION OF DECISION TO DENY RA

DATE

NAME

ADDRESS

ADDRESS

Re: Reconsideration Decision on Denial of Reasonable Accommodation

Dear **XXXX**,

On **[date]**, you made a request for a reconsideration of the decision to deny your reasonable accommodation request for [Insert requests denied].

I have reviewed your request thoroughly. My review included [Insert new items sent (i.e. your email dated ____; medical documentation dated _____)]; as well as previously submitted material.

From my review, I am affirming my decision of [Insert Decision Date], for the reasons stated in the letter.

OR

Based on the specific facts and circumstances of your request **[OR Based on your new medical documentation; etc.]**, I am reversing my decision of **[decision date]** and **[instructing management to (insert instructions) OR sending the information back to the Local Delegated Official for further action OR for implementation of the reasonable accommodation (list accommodation)]**.

Thank you,

Tamara F. Stenzel
National Reasonable Accommodation Coordinator

cc:

[Local Delegated Official]

[Reasonable Accommodation Coordinator]