

Pregnancy-related workplace accommodation

Subject: Pregnancy Accommodation Request

Dear [Manager/HR Director Name],

I am writing to inform you of my pregnancy and to request reasonable accommodations that will allow me to continue performing my job duties safely and effectively.

I am currently [number] weeks pregnant, with an expected due date of [Date]. Based on my healthcare provider's recommendations, I am requesting the following accommodations:

- Modified work schedule to attend prenatal appointments
- Permission to sit during tasks that typically require standing
- Temporary reassignment from tasks involving heavy lifting
- Access to more frequent breaks as needed

These accommodations are temporary and directly related to my pregnancy. I remain committed to fulfilling my job responsibilities and maintaining productivity throughout my pregnancy.

I have attached a note from my healthcare provider outlining these recommendations. I am happy to discuss these accommodations further and work together to ensure a smooth transition.

Thank you for your support during this time.

Sincerely,

[Your Name]

[Position]

[Department]

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