

Diagnosis Notification for Workplace Accommodations

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Notification of Diagnosis and Request for Accommodations

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of a medical diagnosis I have recently received, which may require certain workplace accommodations to support my continued productivity and well-being.

My healthcare provider has diagnosed me with [Diagnosis]. In order to perform my job duties effectively, I kindly request the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I believe these adjustments will allow me to contribute to the team while managing my condition effectively. I am happy to discuss this matter further and provide any documentation needed from my healthcare provider.

Thank you for your understanding and support.

Sincerely,

[Employee's Name]

[Employee's Position]

[Employee's Contact Information]