(Previous Employment – Failure to make a reasonable adjustment – redundancy) **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, an employer cannot make an employee redundant simply on the basis of their disability.

An employer must also make all reasonable adjustments to ensure disabled employees are not discriminated against in a redundancy process, and must ensure the selection criteria they apply to the process does not put disabled employees at a disadvantage.

* (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) placed 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).

I am happy to engage with you to explore ways to resolve this issue, including ACAS early conciliation. However I invite you to bear in mind there are time constraints in relation to employment cases. If I do not hear from you within three weeks then I may instruct solicitors to assist me to make a claim for disability discrimination.

Yours sincerely

(Your name)