(Employment – Failure to make a reasonable adjustment and discrimination arising from disability in recruitment process) PLEASE DELETE

Your address

**Insert Employer’s Name**

**Insert Address**

**Insert Date**

Dear Enter the name of the person you are writing to\_\_\_\_\_,

**Subject: Unable to Participate Equally in Application Process**

Please accept this letter as a formal complaint of discrimination arising from disability at (enter the name of employer).

* (Describe what happened to you during the application process and the impact it has had on you. Explain the unfavourable treatment. Give the facts of the case, being specific and clear).
* (State how the unfavourable treatment affected you and explain the reason of how this treatment is because of something arising in consequence of your disability).

I believe this placed me as a disabled person at a substantial disadvantage when compared to a non-disabled person.

The Equality Act 2010 (the Act) places a duty on an employer to ensure they do not treat someone unfavourably because of something arising in consequence of their disability. As an employer, under the Act you have a duty to make reasonable adjustments for an individual who is at a substantial disadvantage due to their disability.

If you had made reasonable adjustments of (detail the adjustment that could have been made to the interview process) I would have not been at a substantial disadvantage.

I have tried to resolve the matter informally (explain how you have tried to resolve the issue and who you spoke to) but I have not received a satisfactory outcome. I am making a formal complaint and I would like an explanation as to why I was treated in this way, and reasonable adjustment were not made.

In your response please let me know of your plans to rectify this situation and how you intend to prevent this from happening again. Also please provide information in writing as to why you have been unable to make the adjustments.

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

Yours sincerely/faithfully (Delete as appropriate)

(Your name)