Sample Letter to Employers: A Tool for Workplace Disclosure

The following letter is an example of what an adult with Asperger’s might want to give to his or her employer, personnel officer, or supervisor to help explain what Asperger’s is and how it may affect work and workplace relationships. The letter also suggests some of the basic accommodations the employer might make to help an employee with AS succeed on the job. The authors would be glad if you want to use a version of this letter, but would suggest that you edit and shorten it to fit you and your situation. **Do not include aspects of Asperger’s that do not apply to your particular circumstances!** Let us know if you would like some help tailoring the letter to your situation.

We hope you find it helpful. Feedback and suggestions are welcome. Please send comments to AANE.
Ms. Jane Doe  
ABC Company  
1234 First Street  
City, State 12345  

Dear Ms. Doe:

Thank you very much for giving me the opportunity to work for ABC Company. I am looking forward to beginning work, and will try hard to understand and fulfill all my job responsibilities successfully. In this letter, I would like to offer you some important personal information that may affect how I perform in my new job. As you may already know, I have Asperger’s Syndrome (AS for short). It may be helpful if you, as my supervisor at ABC Company, understand some characteristics of AS, and some reasonable accommodations for my different learning style, so that I can become a good employee who will contribute to ABC Company’s success.

Asperger’s Syndrome is a form of autism characterized by normal to superior IQ, accompanied by social and communication difficulties. These difficulties stem from neurologically based sensory and information-processing disabilities. Even though I may look just like everybody else, my mind works in a significantly different way, and sometimes my behavior and reactions will not be typical.

There is wide variation in the abilities and personalities of individuals with AS, but we do have a lot in common. I have difficulty understanding another person’s perspective and reading messages that are conveyed by facial expression, or body language. This means that it is likely I will not understand office politics or occasionally put my foot in my mouth. On the positive side, once I understand the tasks and routines necessary to my job, I will perform them faithfully. I am honest and good-hearted.

With skillful supervision, you can minimize the impact of my differences, and make the best use of my many strengths. Here is a list of some suggestions for the kinds of accommodations that could help me feel comfortable and be a good employee. It would help if you, as my supervisor, can:

**PLEASE INSERT ONLY THOSE ITEMS FROM THE CHECKLIST THAT APPLY TO YOU.**

If you would like more information, you are welcome to call the Asperger/Autism Network (AANE). AANE is a small non-profit agency founded in 1996, with a mission of fostering awareness, respect, acceptance and support for individuals with Asperger’s Syndrome. They provide programs for individuals with AS, their families, and those in
the community who work with them, including employers. You are always welcome to call them, to tap into knowledge and experience of AS. They can refer you to additional resources. They can be reached at 617-393-3824. Thank you very much for taking the time to think about this important information. I look forward to working for you.

Sincerely,

YOUR NAME
Your new title