



Subject: Sharing something important – ADHD disclosure

Dear [insert Manager/HR name],

I would like to inform you that I have ADHD (Attention Deficit Hyperactivity Disorder).

I have attached a document to this email that has useful information on ADHD and how you can support me as an employee.

I am sharing this with you because I want to be open about my condition, and I think that having a better understanding of how I work will lead to a more productive working relationship.

The document has some useful tips for how you can best support me, but if you would like to discuss anything or have any questions, I am happy to chat.

Thank you for taking the time to read it, and for your understanding.

Kind regards,

[Name]