

Dear employee,

is requiring that all employees receive the COVID-19 vaccine, effective [insert date][, in accordance with our mandatory vaccination policy]. This is in keeping with our commitment to providing a safe and hazard-free work environment for our visitors, employees and their families.

All employees must receive their COVID-19 vaccine by [insert date]. Any individual seeking a delay or exemption—for medical, religious or any other reason—should speak with human resources as soon as possible.

will cover all expenses related to receiving the vaccine.

[Optional: Insert details about where employees can get the vaccine, including location, time and provider.]

For additional information, please contact [insert contact name].

Regards,