



### How to Use this Document:

You will first see the sample Employee Vaccination Policy Letter. Following this is a second version with fully editable text so you can customize the letter to the needs of your organization.

## VACCINATION POLICY LETTER TO EMPLOYEES

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## VACCINATION POLICY LETTER

Dear [Employee],

Our first responsibility as a business is the safety of our employees, our customers and our community. As such, we strongly encourage all employees to take the [insert name of vaccine]. It has been shown that [add evidence of health benefits].

While this is not mandatory, we want to support employee health however we can. We will be hosting a vaccination event at [location] on [date + time] where vaccinations will be provided free of charge. Alternative arrangement will be made for all employees who are unable to attend this event.

Additionally, all employees will be granted paid time off work in order to receive their vaccination.

If you have any question, please reach out to your direct supervisor.

We thank you for your cooperation!

Sincerely,



## **VACCINATION POLICY LETTER**