



How to Use this Document:

You will first see the sample letter to employees informing them of your COVID-19 mandatory vaccination policy. Following this is a second version with fully editable text so you can customize the letter to the needs of your organization.

COVID-19 VACCINATION POLICY LETTER TO EMPLOYEES

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COVID-19 VACCINATION POLICY LETTER TO EMPLOYEES

Dear [Employee],

Our first responsibility as a business is the safety of our employees, our customers and our community. As such, we are taking all necessary precautions as we look forward to welcoming Associates back to the office. In order to allow this to happen safely, all returning employees will be required to offer proof of receipt of an FDA-approved vaccination against COVID-19.

All employees will be granted paid time off work in order to receive their vaccination(s).

We understand that the staged rollout of vaccines necessitates the continuation of remote working till at least spring 2021. We strongly believe that this is the best path forward as a company, prioritizing the safety of all employees and their families.

In the coming months, we will share further details about how the transition back to safe, productive workspace will look.

If you have any questions, concerns or are unable to receive a vaccination, please reach out to [email].

We thank you for your cooperation!

Sincerely,



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