Dear Valued Employees,

We pride ourselves on being a workplace that puts the health and safety of our workers first. In the age of COVID-19, protecting employees has meant taking a number of measures, like [transitioning to remote work / closing the business / insert applicable action your business took because of the pandemic].

It’s now increasingly clear that the best way we can protect our workplace and our employees moving forward is with COVID-19 vaccines. Vaccines have been proven to protect against serious illness from the novel coronavirus, as well as lessen the rates of transmission. Vaccines provide stronger, longer, and [better protection](https://www.cdc.gov/vaccines/hcp/conversations/downloads/vacsafe-understand-color-office.pdf) against infection from the novel coronavirus than the antibodies a person produces after they’ve been infected with COVID-19.

It’s for all of these reasons, plus the legal requirement by the Occupational Safety and Health Administration’s General Duty clause to provide each worker “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm,” that we are implementing a mandatory COVID-19 vaccination policy for our workplace.

In order to help our employees comply with our vaccination policy, we’ll be [insert the option(s) that apply].

* Hosting on-site vaccinations free of charge for all employees
* Covering the cost of off-site vaccination. (When not received in-house, vaccinations should be run through employees’ health insurance where applicable and otherwise be submitted for reimbursement).
* Offering paid leave to get vaccinated, and additional time as needed to rest if you’re not feeling well after the shots.

We are requiring that all employees be fully vaccinated before returning to work (on [insert date, if applicable]), unless a reasonable accommodation is approved. To assist any employee who is pregnant, who is nursing, who has a disability, or who has a medical condition that prevents them from safe vaccination, or who rejects vaccination because of sincerely held religious beliefs, a reasonable accommodation may be made. To request a reasonable accommodation, please contact [insert name, title, and email address here].

All other employees not in compliance with this policy will be placed on unpaid leave until they are in compliance with the workplace policy. After vaccination, everyone in the workplace should continue to follow all current guidance to protect themselves and others, including wearing a mask indoors, staying at least 6 feet away from others, avoiding crowds, and cleaning hands often.

COVID-19 vaccines are an important tool to help stop the pandemic, but they don’t mean we can stop taking all precautionary measures.

We understand some individuals may still have questions about the COVID-19 vaccine. We recommend visiting the CDC’s page [Myths and Facts About COVID-19 Vaccines](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html) for more information.

Please feel free to reach out to HR with any questions you may have.

Our best wishes,

Your CEO and leadership team