

Dear employee,

is encouraging all employees to receive the COVID-19 vaccine[, **as part of our voluntary 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.

Employees may choose where they like to receive the vaccination, though will provide vaccinations on-site through **[insert vaccine provider]**. Expect more details to follow.

[Optional: Delete the previous sentence and include details here, including the vaccine provider, when they will be on-site and other necessary information.]

Should you choose to receive the vaccine, will cover all related expenses.

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

Regards,