

Dear Valued Team Members,

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 and are thought to lessen rates of transmission. Vaccines provide stronger, longer, and [better protection](#) 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 that we are writing to you now — urging you to vaccinate yourself against COVID-19.

In order to support our employees in getting vaccinated, we'll be **[insert the option(s) that apply, examples below]**.

- 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.

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

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](#) for more information.

Please feel free to reach out to **[insert name/title]** with any questions you may have.

Sincerely,