

[Business Logo/Your Name]

[Date]

Dear [Employee Name]

The COVID-19 pandemic has presented us with numerous challenges in the society, workplace, and our homes. It has forced continuing adaption to the changing dynamics while trying to keep coworkers and families safe. We want to thank you for all you have been doing thus far in providing the goods and services our community needs.

Since essential workers are now eligible to receive the COVID-19 vaccine under the Provincial Vaccine Immunization program, we want to support your existing efforts by promoting the COVID-19 vaccine uptake, knowing that the COVID-19 vaccine will give you and your coworkers an added layer of protection against COVID-19.

We know that frontline essential workers are at increased risk of getting COVID-19 because of the nature of the work and most of it has to be performed on site, involving close contact with the public or coworkers.

Further information on where and when to register for getting the vaccines will be provided to you. Please contact **[insert workplace COVID-19 vaccine working group/team/individual contact here]** if you have any questions.

Kindly consider this letter as evidence of your essential worker status. Once again, we appreciate all your efforts.

Thank you,

[Your Name/Management]