



Staff Recommendation

Sample Memo to Employees About Voluntary Vaccinations

Date:

To:

From:

Subject: Voluntary Vaccination Policy

[*Company name*] is implementing a voluntary vaccination policy effective [*date*] regarding [*disease name(s)*] vaccination(s) for employees. In accordance with [*Company name*]'s duty to provide and maintain a workplace that is free of known hazards, we strongly encourage employees to receive this vaccination to minimize the risk of infectious disease in our workplace. In making this decision, the executive leadership team reviewed recommendations from [*insert department names or other organizations consulted such as the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices and local health officials*].

Employees may obtain the vaccination wherever they choose; however, [*Company name*] is facilitating vaccinations through [*insert details regarding who will provide the vaccine and where employees can go to receive the vaccine*]. [*Company Name*] will pay for all vaccinations and the time spent receiving the vaccinations.

Should you have any questions regarding this new policy, please contact [*name and contact information*].