Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name

You are a valuable asset to our organization. Thank you for the care you provide to our residents, the teamwork you engage in on a daily basis and for helping to make **Your Nursing Home Name** a wonderful place to live and work.

As you know, a new federal order is about to be enacted forcing nursing home providers to insist that all staff be vaccinated. The intent is to protect the vulnerable residents from COVID infection. We understand that this is a very personal and often complicated issue. We are aware of the challenges this represents for all of our staff and, for you personally, knowing that you have yet to get vaccinated.

We want to extend to you our deepest regard and hope you will take an opportunity in the very near future to talk with your direct supervisor or me about your reservations, lingering questions or issues so that we might address them and ensure your continued employment with us. If you would like to share some of your concerns with us we have included a survey where you can explain your reasons for declining the shot. If you need to schedule an appointment for a vaccine, you can find the link here. You are a valuable member of our team and we will do as much as possible to help you with this difficult decision.

Thank you again.

Warm regards,

Name Here

Your Title