Dear [employee]

**MANDATORY COVID19 VACCINATION**

Further to our meeting on [date], I am writing to confirm our discussions and the way forward.

I understand that you do not wish to have the vaccine, you have explained that this is due to [summary of explanation] Please find [enclosed/below] some links to information that I would advise you to consider.

I have also arranged for you to meet with [name] who is one of our vaccine champions on [date] at [time]. This is an informal opportunity for you to be able to discuss your concerns with a peer who has chosen to have the vaccine. I will meet with you again on [date] at [time] as the next step in the consultation process.

We will then have final meeting on [date] at [time] and in the event that you chose not to start the vaccination process prior to this date we may be left with no alternative but issue you with notice of your dismissal at this meeting on the basis that you cannot continue in our employment due to a regulatory requirement that has been placed upon all Care Homes that takes effect from 11 November 2021.

If you are unable to attend any of the meetings then please contact me to arrange an alternative dates and times. If you have any queries or concerns about this letter or the process that we are following then please do not hesitate to contact me.

I should like to add that you are a valued member of our team and I would not wish to lose you, please seriously consider your options.

Yours sincerely

Registered Manager