Dear [employee]

**MANDATORY COVID19 VACCINATION**

Further to my letter of [date], I am writing to advise you of the next steps in the process.

Whilst I understand that you have started the application process to obtain a COVID Pass, you have not been able to provide evidence of your application. Therefore I regret that until such time as you provide your COVID Pass or evidence of your application I must proceed on the basis that a COVID Pass will not be forthcoming.

I had provisionally arranged a meeting for us on [date] at [time], this meeting will now proceed. You will have the right to be accompanied at this meeting by a colleague or trade union representative. If you are unable to evidence your COVID Pass application or provide a COVID Pass at or before this meeting then I may be left with no alternative but to issue you with notice of your dismissal at this meeting. This would be on the basis that you cannot continue to self-certify your medical exemption beyond 23 December 2021 following a Government mandate that [becomes/became] law on 11 November 2021.

If you are unable to attend this meeting then please contact me to arrange an alternative date and time. 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.[C2]

Yours sincerely

Registered Manager

 [C1]Calculate length of service and count back the same number of weeks (maximum 12) from 23 December or use contractual notice if it is greater.

 [C2]Personalise this specific to the individual as much as you possibly can.