Dear [employee]

**MANDATORY COVID19 VACCINATION**

Further to our meeting today, I am writing to confirm our discussions and the way forward.

Our meeting was the final meeting in a consultation process relating to the Government mandate that becomes law on 11 November 2021 requiring all people who work in Care Homes to have been double vaccinated against Covid19. You had the right to be accompanied at this meeting by a colleague or trade union representative and you chose to be [accompanied by [name], [job role]] [waive this right].

You have previously stated that you believe you have a medical exemption and self-certified to this effect. You were advised in writing of your need to obtain COVID Pass via the NHS COVIS Pass System by 23 December 2021 but you have not yet been able to evidence that you have done so [add here any explanation as to why, eg if they have applied but not yet received etc].

I regret that in the circumstances we now have no alternative but to issue you with notice of your dismissal. You are entitled to [XX] [weeks][months] notice. You are required to work this notice and your last day of employment will be Thursday 23 December [any remaining notice will be paid in lieu]. You have [XX] hours accrued leave remaining which you can book in the usual way prior to leaving or it will be paid to you in your final pay.

In the event that you are able to provide a COVID Pass between now and 23 December we will happily rescind this notice. Likewise if you provide evidence of your first vaccination before 23 December, we would be willing to temporarily rescind this notice and place you on unpaid leave pending your second vaccination.

You have the right to appeal against this decision. If you wish to appeal you should do so in writing to [name], [job role].

I would like to take this opportunity to thank you for all your hard work and dedication to [care home], particularly during the response to the pandemic. [CD1]

Yours sincerely

Registered Manager

[CD1]Personalise this as much as possible.