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 expressed that you have no intention to receive the vaccine. 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 Wednesday 10 November [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.

If you should change your mind about vaccination and provide evidence of your first vaccination before 11 November, we would be willing to temporarily rescind this notice and place you on unpaid leave pending your second vaccination. We do hope that you will seriously consider this as an option.

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 should 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.