**Sample Letter – Non-compliance with vaccine mandate**

(date)

Employee Name

Address

Dear (employee name),

As you know, our organization has provided notice of a vaccination requirement for our staff. We made employees aware of this on X date, letting them know that this step was taken to ensure the safety of staff and visitors. The best way to prevent spread of COVID-19, according to health authorities, is to get vaccinated.

You also are aware that on that same date we alerted employees that ADA and religious accommodations should be brought to our attention by X date (if such was stated) to initiate the interactive process. If employees were unable to get vaccinated for those reasons, we would consider accommodations unless they were an undue hardship or caused safety concerns.

On X date, you made us aware that you were not going to be vaccinated, not due to a religious or medical concern, but for personal reasons. This, as you know, puts you out of compliance with our safety policies. We understand that COVID-19 is a confusing topic and that the vaccine is fairly new. The FDA approved and emergency authorized vaccines have been through extensive testing and trials and while there are some very common harmless side effects, including body aches and other symptoms after the vaccine, serious side effects are extremely rare and the risk of death from COVID-19 is much higher than any risks from the vaccine. Nevertheless, your medical provider should be consulted on any concerns relevant to your particular situation.

Much misinformation has circulated about the vaccine. You can fact check these claims on [www.snopes.com](http://www.snopes.com) - Some of that misinformation is addressed here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html> and we suggest you review this information as well as the left hand links on this site: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/your-vaccination.html> over the next few days.

At this time, we are placing you on leave for the upcoming two weeks to give you the opportunity to review the scientific evidence and reasons for getting vaccinated and/or to talk to a medical provider. At the end of that period, on X date, we will expect you to provide us with proof that you have begun the vaccination process by getting your first shot (a second will be required at the appropriate time if you are getting a two-shot vaccine). If we do not hear from you by 5pm on that date, we will assume you are resigning your position with the organization as we cannot allow you to return to work unvaccinated.

We hope this period of reflection may change your mind; however, if not, we wish you all the best and support your decision to make your choice as to whether to be vaccinated or not. However, we intend to enforce our policy to protect the health of all our employees. Please feel free to contact me with any questions or concerns, or to discuss the interactive process.

Sincerely,