Date

Name  
Address

Dear Employees,

This letter is being issued to you for emphasizing the importance of getting vaccinated for COVID-19, not only for yourself and your family but also, for the company.

The COVID-19 virus has affected the normality of our personal as well as work lives. As the work from home routine has greatly impacted the productivity of our employees, we have decided to resume the work in the office, like before. However, we have to fulfill the government requirements along with compliance with the SOPs. One of such preconditions is the vaccination of all our employees before we could open our office premises.

The COVID-19 vaccination is the need of an hour. Although there are many false controversies against it, we highly recommend you ignore them and get yourself and your family vaccinated as soon as possible.

You will only be allowed to enter the office premises once you show the vaccination card/certificate. We are resuming the office work from 1st June 20XX, which means you have to get vaccinated before this date. No work from home will be allowed after the reopening of the offices. If you do not want to put your job at risk, we suggest you book your vaccination soon.

We hope you understand the gravity of the situation, and show care for yourself, family and colleagues.

See you soon. Thank you.

Regards,  
Emma Wilson.