

Dear employee,

You may be aware of the federal COVID-19 vaccination mandate and might wonder how it applies to you. This emergency rule requires covered organizations to ensure employees are fully vaccinated or test negative for COVID-19 every week and wear a mask while in the workplace.

As an employer with at least 100 workers, **is a covered employer pursuant to this rule and therefore is required to implement these provisions.**

[Insert the organization's planned next steps. Consider including details from company policy regarding whether the organization will require mandatory vaccination or allow weekly testing and face-covering use to comply with the mandate. Provide other relevant details employees should be aware of moving forward.]

Please reach out to [insert contact] if you have any questions about 's COVID-19 prevention strategy.

Kind regards,