

[Print on Company Letter Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

Re: Legal requirement for care home staff to have the COVID-19 vaccine

I am writing following our meeting when we advised you that staff in CQC-registered adult care homes need to be fully vaccinated against COVID-19 by 11 November 2021.

Since then, you have advised that you need to be vaccinated and that you are not medically exempt from the vaccine. As it will not be possible for us to continue to employ you in the care home with effect from 11 November, I am writing to discuss where we will discuss the available options. At the meeting the following:

- If you have changed your mind and wish to have the COVID vaccine. If this is the case, you will need to take unpaid leave, as it is not now possible for you to work in the care home from 11 November 2021. We can discuss the arrangements for this.
- Possible redeployment to another care home where you will not be legally required to have COVID vaccination. [Unfortunately, there are limited options available.]

Any suggestions you make at the meeting will be considered on a reasonable consideration.

The meeting will be held on <<insert time>> [at <<insert location>>] OR [remotely via <<insert meeting platform>>]. <<Insert name>> will be conducting the meeting.

You have the right to be accompanied by a fellow worker or trade union official. If you wish, your representative will be able to make representations on your behalf, sum up your case and put forward any view expressed at the hearing. They will also be able to discuss the options with you during the meeting. However, they will not be able to make decisions on your behalf.

Please be aware that dismissal
decision on this will not be made
an opportunity to make any re

outcome of the meeting but a
concluded and you have had

Please contact me ahead of th

y questions or concerns.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Compa

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