

11/4/2021

Dear [insert employee name],

This letter relates to the COVID-19 vaccination accommodation request you submitted on [insert date]. Based on [our conversation together on [insert date] and the information you provided], has approved your request for the following accommodation(s):

[Insert accommodation(s)]

The above accommodation(s) will become effective on [insert date]. Please reach out to [insert contact name] if you have any questions or concerns.

All records shared with regarding this accommodation request will remain confidential in accordance with all applicable federal and state laws.

Sincere regards,

[Insert contact information]