

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 a careful review of the information you provided], has denied your request for accommodation [for the following reason(s)]:

[Insert reason(s) for denial]

[Please reach out to [insert contact name] if you would like to discuss alternative accommodations, provide additional information, or 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]