## **Sample Staff Letter**

Dear [employee],

Each year, nearly 80,000 people die from vaccine-preventable influenza and pneumonia in the U.S. despite the availability of effective vaccines. Some 50-80% of these deaths could be prevented with timely and widespread vaccination. There is now a vaccine for RSV which can further reduce risk of pneumonia, and COVID-19 continues to be the leading cause of respiratory viral-related hospitalization and death.

You can protect yourself and prevent passing these serious illnesses and their complications to our patients by being immunized. Getting immunized is one way you can demonstrate your professional and ethical commitment to providing exemplary healthcare to our patients.

Our goal is to increase immunization rates to [xx]% or higher this year. If you have any questions, please contact [xx].

As always, thank you for making a difference.

Sincerely,

[Name]