**On-site vaccination Instructions:** change highlighted brackets with personalized information

**Subject line:** Schedule your onsite vaccination appointment this week!

Dear [EMPLOYEE NAME],

We hope this email reaches you in good health and great spirits. In our ongoing commitment to your well-being and safety, we are excited to announce the availability of an onsite vaccination clinic at our office!

**Clinic details**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

The vaccination clinic will be providing the [Type of Vaccine(s)] vaccine, which has been authorized and recommended by health authorities for its effectiveness in preventing [RESPECTIVE AILMENT]. Getting vaccinated is a crucial step in safeguarding your health and that of your loved ones, as well as fostering a safer workplace for everyone.

Here's how you can participate in the onsite vaccination clinic:

1. **Scheduling Your Appointment:** We kindly request that you schedule your vaccination appointment using the following link: [Insert Appointment Scheduling Link]. Please choose a time slot that aligns with your work schedule.
2. **Prioritize Safety Measures**: Rest assured, we will implement all necessary safety protocols during the vaccination process to maintain a secure environment.
3. **Medical Information and Consent Form:** Before your vaccination appointment, you will be required to fill out a brief medical information and consent form. This step ensures that the vaccine is suitable for you and helps us facilitate a seamless vaccination experience.
4. **Supporting Colleagues**: We encourage everyone to support their colleagues during this time and provide helpful information from reliable sources.

The company fully supports your decision to get vaccinated. We believe that by taking this collective step, we can contribute to curbing the spread of the virus and create a safer workplace for all employees. If you have any specific questions or concerns related to the onsite vaccination clinic, please don't hesitate to reach out to our HR team at [HR Contact Email/Phone Number].

Thank you for your participation and commitment to maintaining a healthy work environment. Together, we can make a difference and come out stronger as a united team.

Best regards,

[Your name]

[HR Team]

[Company Name]

[Contact Information: Email/Phone Number]