**Vaccine Education / Town Hall(s) Instructions:** change highlighted brackets with personalized information

**Subject line:** Vaccine Education Town Hall- Your Questions Answered!

Dear [Employee's Name],

We hope this email finds you in good health and high spirits. At [COMPANY NAME], we believe that an informed and empowered workforce is the key to creating a safe and healthy workplace. To support your decision-making process regarding [TYPE OF VACCINE] vaccinations, we are delighted to invite you to a special Vaccine Education Town Hall.

**Details**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location / Virtual link]

The town hall will provide you with valuable insights into the [TYPE OF VACCINE] vaccines, their safety, efficacy, and the importance of vaccination in preventing illness. We understand that accurate information is essential in making informed choices, and our goal is to equip you with the knowledge necessary to make the best decision for yourself and your loved ones.

**Agenda for the Vaccine Education Town Hall:**

1. **Expert Speaker Presentation:** We have invited a healthcare professional with expertise in vaccinations and infectious diseases to share the latest data, research, and insights on [TYPE OF VACCINE] vaccines. They will address common concerns, debunk myths, and clarify any doubts you may have.
2. **Question and Answer Session:** Your questions are important to us. During the town hall, you will have the opportunity to ask questions directly to our expert speaker. Please feel free to submit your questions beforehand to [HR Contact Email], or you can ask them live during the session.
3. **Supporting Vaccine Conversations:** We understand that discussing vaccinations can be a sensitive topic, and people may have differing viewpoints. The town hall will also focus on fostering a respectful and supportive environment, enabling open discussions among colleagues.
4. **Resources and Follow-up Support:** Following the town hall, we will provide access to reliable resources and additional information to further support your decision-making process. Our HR team will also be available to answer any additional queries you may have.

Your well-being is our top priority, and we want to ensure that you have all the necessary information to make an informed decision about vaccinations. We encourage everyone, regardless of their current vaccination status, to participate in this educational opportunity.

If you plan to attend the town hall, kindly RSVP to [HR Contact Email] by [RSVP Deadline], indicating your preferred attendance mode (in-person or virtual).

We look forward to your active participation in this crucial event. Together, let's stay informed and united in our commitment to a healthy and resilient workplace.

If you have any questions or need further information, please do not hesitate to reach out to our HR team at [HR Contact Email/Phone Number]. Thank you for being an essential part of [Company Name]'s efforts to promote a safe and supportive workplace for all.

[Your name]

[HR Team]

[Company Name]

[Contact Information: Email/Phone Number]