[*Employee’s Name*]  
[*Address*]  
[*Address*]

[*Date*]

Dear [*Insert name*]

As you may be aware, the Victorian Government’s *COVID-19 Mandatory Vaccination (Workers) Directions* (**Directions**) require that specified workers in Melbourne and Regional Victoria must have their first COVID-19 vaccine dose by 15 October 2021 or have evidence by 15 October 2021 verifying a first dose booking for no later than 22 October 2021, in order to work on-site. In addition, specified workers must have received two doses of the COVID-19 vaccine by 26 November 2021 in order to work on-site.

An exception applies where a worker has obtained certification from a medical practitioner that the worker is unable, due to a medical contraindication or an acute medical illness (including COVID-19) to receive a dose, or a further dose, of a COVID-19 vaccine.

Your position falls within the specified worker category of *[Insert relevant category from the 34 categories in Schedule 1 of the Directions].*

The purpose of this letter is to inform you that the Directions require *[Insert name of employer]* to:

1. Collect, record and hold vaccination information about you, including proof of vaccination; and

2. Not to permit you to work for *[Insert name of employer]* outside of your ordinary place of residence in breach of the vaccination requirements in the Directions.

*[Insert if relevant]:* Given the nature of your role, it is not practicable for you to work at your ordinary place of residence.

Prior to attending work on your next scheduled workday or shift on or after 15 October 2021, you need to provide evidence that you have had your first vaccination dose or evidence verifying a first dose booking for no later than 22 October 2021.

You must provide evidence that you have received two doses of the COVID-19 vaccine by 26 November 2021. Without such evidence you will not be permitted to work and will not be entitled to be paid. Vaccination evidence can be obtained through your Medicare account or My Health Record on MyGov or through the Medicare app.

If a medical exception applies to you (as outlined above), the required medical evidence needs to be provided before 15 October 2021.

Please email the above evidence to *[Insert email address of relevant person].* The information will be stored on a secure register. The information will [*Insert relevant wording from the following options:* *Option 1 -* “not be passed on to any third parties without your approval”; *or Option 2* - “not be passed on to any third parties without your approval except for being provided to any customers whose sites you need to visit, on their request”].

If you wish to discuss this issue or have any queries, please speak to [*insert name*].

Regards.

[*Name of organisation representative*] [*Title*]