To:

Employees of (mention the company name)

Dear employees,

It is our top more preference to ensure that our employees and the entire community of people remain safe at work. Owing to this, we strongly encourage all the employees to get vaccinated. It has been seen that people who get vaccinated are less likely to face serious health complications due to COVID.

The company is holding a session of vaccine at (mention the location) on (mention date and time) free of charge. All the employees are asked to get themselves vaccinated and keep themselves and the people around them safe. The company will make special arrangements for those who cannot visit the vaccine center.

We thank you for your cooperation!  
Sincerely,

Sender’s name

Signatures