

11-4-2021

Dear SAMPLE employee,

The federal government recently announced plans requiring employers with more than 100 employees to mandate COVID-19 vaccines or require weekly testing for unvaccinated employees. The Occupational Safety and Health Administration (OSHA) is expected to issue further guidance in the coming weeks, though the exact timeline is unclear.

In keeping with our commitment to providing a safe and hazard-free work environment for our visitors, employees and their families, SAMPLE has begun preparing to comply with the upcoming OSHA rule. Please understand that these are unprecedented times, and we are taking the appropriate steps to ensure the safety and health of our workforce.

We will be sure to keep you updated on any new developments and changes to SAMPLE policies or procedures.

For additional information, please contact [\[insert contact name\]](#).

Regards,

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