<Print on your business letterhead>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

The NT Government has legislated in the ‘COVID-19 Directions (no. 55) 2021: Directions for mandatory vaccination of workers to attend the workplace’ that educators, staff and volunteers at our Service who are likely to come into contact with a ‘vulnerable person’ must have has at least one dose of a COVID-19 vaccine by 13th November 2021, and be fully vaccinated against COVID-19 on and from 25th December 2021, unless a medical practitioner or the Commonwealth certifies they have a medical contraindication to all COVID-19 vaccines.

Vulnerable persons include children under 12 years of age, people who cannot be vaccinated due to medical contraindications, Aboriginal persons or people at risk of severe illness from COVID-19.

I have a responsibility under the Directions to take all reasonable steps to ensure these educators, staff and volunteers comply with the vaccination requirements. Can you please provide me, therefore, with:

* a copy of your Australian Immunisation History Statement or
* your digital COVID-19 Certificate showing you are fully vaccinated, or
* a properly completed Exemption Certificate, or
* if not yet fully vaccinated, evidence showing you’ve had 1 dose of an approved COVID-19 vaccine, or have made an appointment to receive a first dose before 13th November.

If you are not fully vaccinated, please provide evidence you have been fully vaccinated after you attend your booking.

Please also note that under the legislation, you will not be able to attend the Service and complete your work duties if you do not provide the required evidence. In this situation we may unfortunately have no choice but to consider terminating your employment, unless you have a reasonable explanation for not supplying the evidence.

Further information about mandatory vaccination is available from [Fair Work](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/covid-19-vaccinations-and-the-workplace/covid-19-vaccinations-workplace-rights-and-obligations). In particular I refer you to the following points:

* *“Employers can only require their employees to be vaccinated where a specific law (such as a state or territory public health order) requires an employee to be vaccinated…”*
* *“An employer may be able to take disciplinary action, including termination of employment, against an employee for refusing to be vaccinated if the employee’s refusal is in breach of a specific law”*

Please feel free to discuss this matter with me if you would like further information or clarification. I look forward to hearing from you as soon as possible.

Yours sincerely

<Name of person signing the letter>

<Position eg Approved Provider or Nominated Supervisor>