<Print on your business letterhead>

<Date>

<Insert employee’s full name>

<Insert employee’s residential address>

<Insert employee’s residential address>

Dear <insert name>,

Further to my letter of <insert date>, the Victorian Government has now changed the evidence requirements for mandatory vaccination in relation to medical exemptions.

**This means that after 12 November 2021 I’m unable to rely on the medical certificate you provided. To continue working on-site after 12 November 2021 you must**:

1. visit a [doctor](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/what-register/immunisation-medical-exemptions?utm_source=email+marketing+Mailigen&utm_campaign=EmergencyEC4November2021&utm_medium=email#a3) to discuss your concerns about getting a COVID-19 vaccine. The doctor will update your Australian Immunisation Register record if they determine you’re unable to receive any of the approved COVID-19 vaccines for [medical reasons](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/what-register/immunisation-medical-exemptions?utm_source=email+marketing+Mailigen&utm_campaign=EmergencyEC4November2021&utm_medium=email#a1)
2. provide me with:
* a [COVID-19 digital certificate](https://www.coronavirus.vic.gov.au/get-your-covid-19-vaccine-certificate?utm_source=email+marketing+Mailigen&utm_campaign=EmergencyEC4November2021&utm_medium=email#how-to-get-your-proof-of-vaccination), or
* a copy of their [immunisation history statement](https://www.coronavirus.vic.gov.au/get-your-covid-19-vaccine-certificate?utm_source=email+marketing+Mailigen&utm_campaign=EmergencyEC4November2021&utm_medium=email#how-to-get-your-proof-of-vaccination) .

Please take urgent action to address these requirements.

I’m available to discuss this matter 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>