<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 WA Government intends to issue Directions under the Public Health Act 2016 requiring ECEC workers to have had at least one dose of a COVID-19 vaccine by 31st December 2021, and be fully vaccinated by 31st January 2022, unless a medical practitioner certifies they have a medical contraindication to all COVID-19 vaccines.

I will have a responsibility under the Directions to take all reasonable steps to workers comply with the vaccination requirements. Can you please provide me, therefore, with the evidence below:

* 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 before 31 December 2021.

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>