Dear [NAME],

As the COVID-19 pandemic continues, we thank you for your incredible work and dedication to this organization. Your work has made such a difference to our residents and our organization.

Recently, the [FDA and CDC recommended](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html) booster shots for all individuals five and older who have completed their primary vaccination series. In addition, they’ve recommended a second booster for people aged 50 and older. This booster shot helps to maintain protection against the virus.

**We are encouraging all staff to receive the vaccine booster given the danger COVID-19 poses to our residents.** Long term care residents and staff are particularly vulnerable to COVID-19 infection, especially when the virus is spreading in the surrounding community.

**This vaccine booster has gone through testing and clinical trials to ensure it meets the highest safety standards.** The health and safety of our residents and staff is always our top priority, and we are confident this vaccine is safe and effective. **The more residents and staff we get vaccinated, the better we can protect our community against potential outbreaks and save lives.**

To ensure you have the information you need to make an informed decision, we are offering the following opportunities to learn more about COVID-19 booster:

* (insert facility specific strategies, e.g. town halls, one-on-one conversations with senior leaders)

We also want to share some links to additional information from trusted and credible sources:

* [CDC COVID-19 Vaccine Guidance](http://www.cdc.gov/coronavirus/2019-ncov/vaccines)
* [AHCA/NCAL #GetVaccinated Website](https://www.ahcancal.org/News-and-Communications/Pages/GetVaccinated.aspx)

We will continue to take all necessary precautions after the vaccine is administered, including wearing personal protective equipment and conducting regular testing, to ensure the safety of our residents and staff.

Please do not hesitate to reach out to us with any questions.

Best,

[NAME]