

Vaccination Appointment Reminder

Dear [Employee's Name],

This is a friendly reminder about your upcoming vaccination appointment.

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Vaccination Site Address]

Please ensure to bring your employee ID and any necessary documentation.

If you have any questions or if you are unable to attend your scheduled appointment, please contact [Contact Person] at [Contact Information].

Thank you for doing your part to keep our workplace safe!

Best regards,

[Your Company's Name]