

Vaccination Appointment Confirmation

Dear [Employee's Name],

We are writing to confirm your vaccination appointment as part of our workplace compliance program. Please find the details of your appointment below:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Vaccination Site Address]
- **Vaccine Type:** [Vaccine Type]

Please ensure that you bring the necessary identification and any required documents. It is important for the health and safety of yourself and your colleagues that you complete this vaccination.

If you have any questions or need to reschedule your appointment, please contact [Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Company Name]