***INSTRUCTION PAGE i***

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**Following is a template letter** that can be used in the situation where your employer directs you to be vaccinated pursuant to the Covid-19 Public Health Response (Vaccinations) Order 2021 (**Vaccination** **Order**) and you are obtaining medical advice.

If you have been forwarded this letter by a friend, family member or colleague then please go to <https://voicesforfreedom.co.nz/resources> to see the outline of the employment process, to get access to the other letter/s, and to get access to the employment webinars hosted by Voices For Freedom.

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***INSTRUCTION PAGE ii***

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**HOW TO USE THIS LETTER?**

1. Read the letter carefully so that you understand what you are sending – this letter is **your letter**.
2. The points you need to complete or closely consider for your situation are highlighted yellow. Keep this information factual and do not hesitate to get it checked by a friend, colleague or family member.
3. This letter is only to be used in the situation where your employer directs you to be vaccinated pursuant to the government's Vaccination Order and you are obtaining medical advice. The latest vaccination Order/s is available at <https://covid19.govt.nz/alert-levels-and-updates/legislation-and-key-documents>
4. If your employer has requested you be vaccinated against Covid-19 but there is no Vaccination Order then please refer to the other template letter go to <https://voicesforfreedom.co.nz/resources>
5. Do not forget to include your email in the letter so that your employer knows where best to respond to you in writing.
6. Sign off the letter.
7. Print or email the letter – make sure you keep a copy. DO NOT include these first two pages of instructions.

Your employer will likely respond to this letter and if they do, then you will need to consider their response and may need to obtain advice specific to your situation.

**Employees header name/ contact details**

**[Employer's Name of place**

**Address**

**Address]**

[Date]

FOR: [The Manager | Executive Board]

**COVID-19 – ORDER TO BE VACCINATED AGAINST COVID-19**

1. I refer to my employment agreement of [date] and [check your employment agreement and confirm the following] note that there is that there is no express provision within that employment agreement that I must be vaccinated in order to carry out my role as [state your title/position] (**Role**).
2. On [date] you advised that I was required to be vaccinated as my employment position was specified in Covid-19 Public Health Response (Vaccinations) Order 2021 (the **Vaccination Order**), Schedule 2.
3. I acknowledge your Vaccination Order and confirm that I am going to speak with my medical practitioner.

Sincerely

**Your Name**

**Your contact details**