***INSTRUCTION PAGE i***

**Text

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**Following is a template letter** that can be used in the situation where your employer has requested or advised it expects you to be vaccinated but there is no requirement in the Covid-19 Public Health Response (Vaccinations) Order 2021 (**Vaccination** **Order**) for a person fulfilling your role to be vaccinated.

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***

**Text

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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 has requested, directed or advised that it expects you to be vaccinated and there is NO requirement for your role to be vaccinated in the government's Vaccination Order. The latest Vaccination Order is available at <https://covid19.govt.nz/alert-levels-and-updates/legislation-and-key-documents>
4. If you have received a direction from an employer to be vaccinated against Covid-19 pursuant to the 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 with your letter.

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 – REQUEST 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 undergo a medical procedure in order to carry out my role as [state your title/position] (**Role**).
2. On [date] you requested I undergo a medical procedure by receiving a novel mRNA vaccination against Covid-19(**Vaccination** **Request**).
3. The COVID-19 Public Health Response (Vaccinations) Order 2021 (the **Vaccination Order**) specifies certain roles and occupations that are required to receive the vaccine against Covid-19. The Vaccination Order does not specify that people employed in the activity in which your business is involved are required to be vaccinated and therefore, any such request by you is a unilateral request made of your own volition.
4. I acknowledge your Vaccination Request and confirm that I am going to speak with my medical practitioner.

Sincerely

**Your Name**

**Your contact details**