



SAMPLE STAFF EMAIL

Dear team,

If you're like me, you're feeling optimistic that the end of the pandemic may be in sight. Multiple COVID-19 vaccines have been authorized by the U.S. Food and Drug Administration (FDA). These vaccines offer hope that we'll be able to finally turn the tide against COVID-19 and get back to our lives.

I want you to know a few things:

1. The health and safety of this team, your families and our customers continues to be my top priority.
2. COVID-19 vaccines are safe and effective. They help protect people from getting sick from COVID-19, reduce hospitalizations and save lives.
3. All people in the United States ages 16 and older are now eligible to receive COVID-19 vaccines at no cost. Children ages 12 - 15 are eligible to receive the Pfizer vaccine.
4. I'm committed to helping you [get the facts](#) about vaccines, and making it as easy as possible for you to get vaccinated when it's your turn.
5. I will be getting vaccinated, and I hope you will too. Vaccines can help us get back to many of the things we miss most. like spending time with loved ones and friends, traveling and going to events. And, as more of us get vaccinated, they'll provide the safety and protection that will allow our economy to fully reopen.

But we're not there yet, and vaccines alone aren't enough. We must also continue to wear our masks as needed/required, watch our social distance, stay home when we're feeling sick and wash our hands to keep everyone safe.

Most importantly, I want you to know that it's ok to have questions. I'm committed to making sure you feel safe and supported, and I encourage you to talk to your doctor if you have questions about COVID-19 vaccines and your own health.

Please don't hesitate to reach out with questions and ideas, and please stay well.

Yours sincerely,

NAME of Small Business Owner