Recommend using this template on the employer’s / contractee’s letterhead

Date

Dear [**Employee/contractor – first and last name]**,

RE: COVID-19 vaccine eligibility verification letter for Phase 2C

As you are aware, COVID-19 vaccines are in very limited supply, and the Alberta government has implemented a phased approach which lays out the order in which each group will be eligible to receive the COVID-19 vaccine.

As an employee, contractor, or student of [**Company/Organization Name**] with a role that has direct contact with patients/clients or a role in an eligible facility where there is a potential to infect other vulnerable individuals, you are eligible in Phase 2C. The Government of Alberta has announced on April 10, that health care workers and support staff who have in-person contact with patients/clients are now eligible as part of the Phase 2C rollout. More information is available at <https://www.alberta.ca/covid19-vaccine.aspx>.

It’s important that in your role as a **[name job]** that you are immunized. A worker in your role is at increased risk of being exposed to COVID-19 and spreading it to others as your work-related duties must be performed on site and involve being in close contact (within 6 feet for a cumulative total of 15 minutes in a 24-hour period) with the public, coworkers or clients.

At the time of your vaccine appointment with Alberta Health Services, a community pharmacy or a physician’s office, you will need to provide personal identification that includes:

* Identification that shows your birth date (e.g., Driver’s License, Alberta Health Care Card, Passport), **and**
* This letter.

**Please take this letter with you when you attend your immunization appointment.**

Sincerely,

[Employer / Contractee Name]

[Title]

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Signature Date