

## **Sample E-mail #1:** From CEO to Encourage Immunization

SUBJECT: [CEO/President] Urges Influenza Immunization

Dear Staff:

As health care personnel focused on our patients, we have a unconditional responsibility to protect our patients by making sure that we are immunized against influenza each year.

Influenza and related complications hospitalize over 200,000 Americans and kill more than 36,000 every year. In fact, influenza—a vaccine-preventable disease—is the sixth leading cause of death in the United States.

This year, [INSERT NAME OF FACILITY] is offering free influenza immunization for all our staff. As [INSERT TITLE] of [INSERT NAME OF FACILITY], I strongly encourage all health care personnel to be vaccinated against influenza to protect our patients, our co-workers, and ourselves.

Sincerely,

[INSERT NAME OF CEO]

## **Sample Email #2:** From CEO Announcing Influenza Clinic Dates and Times

SUBJECT: Influenza Immunizations Available Now

Dear Employees:

Influenza season is here, and it's time to get immunized. [INSERT NAME OF FACILITY] is offering free influenza vaccination to all staff beginning next week. Vaccination clinics will be held [INSERT TIMES, DATES, LOCATIONS OF CLINIC]. Research shows health care personnel can transmit the influenza virus to high-risk patients in their care, who are at risk for influenza related complications.

This year, we hope to have 100% of our staff immunized to better protect our patients, our co-workers, and ourselves.

I plan to get my vaccination on [INSERT DATE]. I hope to see you all there.

Sincerely,

[INSERT NAME OF CEO]