September 30, 2021

Name

Street Address

City, Zip Code

Dear Employee:

You have been employed at (Practice Name) as a (position title) since (date).

As you have been made aware, the California Department of Public Health (CDPH) has mandated all healthcare employees receive one of the three available COVID-19 vaccines by September 30, 2021. The only exception to this if you have a medical condition that has been verified by a doctor, or a sincere religious belief.

Based on our discussion, you have not been vaccinated and neither of the exceptions apply to you. Because you have not met the order by CDPH, we have no option but to terminate your employment effective immediately.

Your final check is enclosed along with any accrued but unused Paid Time-Off, for a total amount of ($$). Should you decide to get vaccinated, you are more than welcome to apply for any vacancies we may have.

We understand that this is a very personal and difficult decision and have appreciated working with you.

We wish you well.

Sincerely,

Name

Practice Manager