

Template Personal Email from Managers – OFF-SITE VERSION

This template personal email from managers is meant for managers to send because our research shows that employees are more responsive to people they know and trust and can more easily relate to.

There are two options for this email blast – an on-site version if are hosting an immunization clinic and an off-site version directing employees to make an appointment with a health care provider.

How to use this resource:

- Step One: Open a new e-mail.
- Step Two: Choose your preferred e-mail graphic, copy it as an image, and paste – using the 'Picture' option – to the body of your e-mail.
- Step Three: Copy the sample text above (note that the 'Subject line' will need to be copied and added separately from the body text).
- Step Four: Paste, using 'Keep Text Only' into the body of a new e-mail.
- Step Five: Personalize the e-mail for your organization and employees, using the prompts included in the body text.
- Step Six: Ready to send!

OFF-SITE VACCINATION E-MAIL

SUBJECT:

Let's protect ourselves and our loved ones /
Let's do our part and get the influenza vaccine

BODY:

Hi/Hey <Employee Name>,

It's almost that time of the year again – when the leaves begin to fall, and the holiday season is right around the corner. I'm sure you're excited, and so am I. But the cold weather brings the seasonal influenza virus with it, and we must protect not only ourselves but also our family, friends, and co-workers.

It's especially dangerous in a workplace like ours because it spreads quickly and easily. <Employee name>, if people like you and I catch the virus, we could transmit it to our family, friends, and co-workers even before symptoms start to show.

Thankfully, the seasonal vaccine significantly reduces this risk. Getting it is the most effective way to stay protected. We all need to take the time to get vaccinated, and we're here to ensure you have the flexibility to do so, <Employee name>. I'll be getting my vaccine on <Insert date>. Let us know when you plan to get yours.

Talk to your doctor, nurse, pharmacist, or local public health unit about getting the seasonal influenza vaccine or book your appointment here: www.exampleinfluenzaclinic.com. Thank you for doing your part.

Best,
<Manager Name>