

Template Personal E-Mail from Managers – ON-SITE CLINIC 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!

ON-SITE CLINIC 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 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 influenza vaccine significantly reduces the risk. Getting your annual vaccine is the most effective way to stay protected. Your health and safety are our top priority, <Employee name>. That's why, on the <date>, we're setting up an on-site vaccination clinic for you and all your co-workers – and we've saved a dose just for you! [Click here to save the date.](#)

<Employee name>, thank you for doing your part in keeping yourself and the people around you safe.

Best,
<Manager Name>