

SAMPLE LETTER FROM CEO

SUBJECT: [CEO/President or DON] Urges Influenza Immunization

Dear Employees:

As health care workers, we have a responsibility to protect our patients by making sure that we are immunized against influenza each year. Many studies have shown that health care workers can be a key cause of influenza outbreaks in health care settings. We can bring influenza into our health care facility and expose patients and their families to the illness, become a vector and spread it among our patients and/or transit influenza to their friends, family and local community if exposed to it by a patient who is hospitalized with influenza. For this reason, the Centers for Disease Control and Prevention (CDC) recommends annual influenza immunization for health care workers.

Influenza and related complications hospitalize approximately 114,000 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] will offer [free] influenza immunization for all employees. As [INSERT TITLE] of [INSERT NAME OF FACILITY], I strongly encourage all employees to be vaccinated against influenza to protect our patients, our co-workers, our families, and ourselves.

Sincerely,

[INSERT NAME OF CEO]