**[Contractor Logo]**

[From]

[To]

**Re: Federal Contractor Vaccine Mandates**

Dear [Employees]:

As you may know, President Biden announced a Federal Contractor Vaccine Mandate that affects our employees. President Biden issued an Executive Order requiring all employees of covered federal contractors to either (a) be vaccinated or (b) receive an accommodation.

To be clear, ***it is not our choice to implement these vaccine mandates***. Instead, ***we are being required by the federal government to comply with these mandates***. If we refuse to comply, we could face loss of government contract work.

President Biden’s executive order requires employees performing work on covered federal contracts to be “fully vaccinated” by December 8. COVID-19 testing is ***not*** an option under President Biden’s executive order, so covered employees must either (a) be vaccinated or (b) request and receive an accommodation for medical reasons or religious beliefs. Importantly, though, the federal contractor rule applies ***only*** to federal contracts that are solicited or renewed on or after ***November 14, 2021***. However, a fed­­­­eral agency could seek to add the requirement to an existing federal contract. While the vaccination requirement applies only to those employees performing work “on or in connection with” a covered federal contract, it also applies to those working at the same worksite as federal contract workers.

If you are performing work on a federal contract, ***we will notify any affected employees if the federal contract contains a vaccination requirement***. However, as noted above, it generally will not be added to contracts until after November 14.

Again, it is very early, so we are unable to provide you with additional details. It is possible that the new rules will be subject to legal challenges, but it’s too early to know for certain. We will update you all as soon as we have more information.

If you have any questions, please contact [contact person].

[Signed]