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| Inoculation Letter |
| ***This letter should be copied into a new Word document, printed on your company letter heading and given to every employee.*** |

Date: [Insert Date]

[Insert Employee Name]

[Insert Employee Address]

Dear [Insert Employee Name],

As your employer, and in line with accepted best practice, we have assessed that due to the nature of our business you are advised to visit your GP to seek guidance on the need for inoculation(s) as you are working with raw sewage. It is your responsibility to seek advice from your GP in respect of this matter.

We will, however, pay any reasonable costs for any inoculation(s) specified by your GP and/or if your GP refers you to your local NHS Occupational Health Department then we undertake to make any necessary appointments on your behalf.

Please let me know the outcome of your visit to your GP, and whether we need to make any arrangements on your behalf.

Yours sincerely

Disclaimer:

This document is for guidance only and should be adapted in accordance with your Company procedures.

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