Dear vaccine provider,

**CONFIRMATION OF EMPLOYEE ELIGIBILITY FOR COVID-19 VACCINATION**

I can confirm that the employee presenting this letter is employed by *[insert name of school]* to teach year 12 students or is a VCE exam supervisor or assessor*.*

According to advice I have received from the Victorian Department of Education and Training, teaching and support employees in schools are eligible to receive a COVID-19 vaccine at state-run vaccination centres if they are a teacher of year 12 students or are VCE exam supervisors or assessors.

Kind regards,

[Principal name and signature]

[School name]

[Date]