**(Date)**

Re: Current Employee **(Name)**

To Whom It May Concern:

My law firm represents **(employee name),** current employee of **(employer name)**. This letter will serve as **(employee name)** notice to **(employer name)** of **(his/her)** sincerely held religious belief preventing **(his/her)** from getting a COVID-19 vaccine and **(his/her)** request for an accommodation based on that religious belief. **(employee name)** is requesting an exemption to receiving the vaccine because of **(his/her**) sincerely held religious beliefs.

I. FACTUAL BACKGROUND

**(employee name)** is a current employee of **(employer name)**. On **(put date of mandate request, then** (**employer name)** sent a memo requiring office employees, including **(employee name),** to get a COVID-19 vaccine. These employees are required to get a COVID-19 vaccine by **(put date stipulated by employer)**.

Receiving a COVID-19 vaccine would violate **(employee name)** sincerely held religious beliefs. **(employee name)** subscribes to the Eastern Orthodox Christian faith. Eastern Orthodox Christianity condemns the harvesting of biological materials from an individual without their informed consent. All COVID-19 vaccines are produced using biological material and most use fetal cells, which the Orthodox Church has deemed an act of “glaring immorality.”

Accordingly, **(employee name)** sincerely believes that if **(he/she)** were to receive a COVID-19 vaccination, **(he/she)** would be committing an immoral act and grave sin. According to **(his/her)** faith, **(employee name)** would be prevented from receiving eternal life through Jesus Christ. **(He/She)** believes that receiving a COVID-19 vaccine would subject **(him/her)** to eternal torment in hell because of **(his/her)** sin. So **(he/she)** must avoid the COVID-19 vaccine at all costs.

Because receiving a COVID-19 vaccination would violate **(employee name)** sincerely held religious beliefs, **(employee name)** requests an accommodation from **(employer name)** negating the COVID-19 vaccination requirement. Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating against an employee because of that employee’s sincere religious beliefs. 42 U.S.C. § 2000e-2(a)(1). Title VII provides for religious accommodation claims in its definition of religion, which includes “all aspects of religious observance and practice, as well as belief, unless an employer demonstrates that he is unable to reasonably accommodate to an employee's . . . religious observance or practice without undue hardship on the conduct of the employer's business.” 42 U.S.C. § 2000e(j). Thus, whenever there is a conflict between employment requirements and an employee’s sincerely held religious beliefs, employers must seek to accommodate the employee’s belief as long as it does not pose an undue hardship on the employer. Trans World Airlines, Inc. v. Hardison, 432 U.S. 63, 75 (1977).

II. CONCLUSION

By law, **(employer name)** must consider reasonable accommodations for **(employee name)** religious beliefs. If **(employer name)** contends that it cannot accommodate **(employee name),** please explain that reasoning to me.