***[Print on company letterheaded paper]***

**Private & Confidential**

**DATE**

To whom it may concern,

**Re: EMPLOYEE NAME**

INSERT COMPANY NAME falls within the definition of a business that cannot work from home as defined in the Government Guidance and will remain open during this time. The Government has confirmed that, employees should attend work, where they cannot reasonably work from home.

This letter is to confirm that EMPLOYEE NAME is involved in the INSERT INDUSTRY at INSERT COMPANY NAME and as they fall within the scope of the guidance noted above, are permitted to travel to attend work at INSERT ADDRESS.

Please keep this letter with you when commuting to and from work should your compliance with the Government’s Tier System be questioned.

Please contact me on EMAIL or call INSERT NUMBER if you require any clarification on this letter.

Yours sincerely

**NAME**

**TITLE**