Insert Company Logo

DD/MM/YYYY

To Whom it May Concern,

Re: (Insert Name)

As a result of the recent government directive regarding the country lockdown, I can confirm that the above named and holder of this original letter (no photocopies) is currently an essential employee at (Insert name Home/ Care Company) who provide vital Residential/Nursing/Homecare care for X residents/service users in (Insert City/ Town Name).

Under the government definition, for the purpose of the COVID-19, the above named is classed as a ‘key worker’ and is therefore entitled to travel to and from work at (Insert Addresses travelling to and from), to enable us to provide care to the vulnerable people within our service and support the NHS in this pandemic crisis.

The above named will present a Lanyard/ ID Badge/ Payslip on request should proof of work be required.

Should you require any further evidence to support your process, please do not hesitate to contact me via email. (Insert Manager Email).

Your support in this matter is greatly appreciated.

Yours Sincerely,

(Insert Managers Signature)

(Insert Managers Name)

Registered Manager

INSERT COMPANY LETTERHEAD FOOTER