PLEASE CHANGE ALL THE HIGHLIGHTED INFORMATION TO SUIT YOUR BUSINESS ALONG WITH THE LOGO, AND DON’T FORGET TO DELETE THIS LINE. Where possible you should be using headed note paper

5th January 2021

Our reference: **Jo Bloggs DOB: xx xxx, xxxx**

Dear Sir/Madam,

This letter is to notify you that Jo Bloggs **(dob xx xxx, xxxx)** works in health and social care for Chamomile Care.

I am confirming his employment in adult social care at the above-mentioned place of work and his entitlement as part of the national Cohort 2 vaccination programme

Should you wish to question any of the above please do not hesitate to use any of the contacts above. Chamomile Care Ltd’s company number is 123456 and we are registered with the CQC with the Provider ID 1-99999999. Alternatively, you can call me directly as the Registered Manager: Mary Smith on 012345. You will also see that Jo Bloggs has his pay slip as additional proof of employment

Many thanks and kind regards,

Mary Smith

Registered Manager

mary@chamomilecare.com