*March 2020*

*This letter is to confirm that our employee is classed as a key worker as defined by the latest government advice.*

To whom it may concern,

Please be aware that due to the recent government legislation regarding the continued lockdown and social distancing measures, that the holder of this letter [FULL CARE WORKER NAME] is an essential employee of social care provider [CARE SERVICE NAME]. They provide essential care for [NUMBER OF PEOPLE] in [SERVICE LOCATION].

Under the government’s definition that, for the purposes of the coronavirus COVID-19 crisis the above-named person is classified as a “key worker” and is entitled to travel to and from [CARE SERVICE NAME AND ADDRESS] to enable us to provide care to the vulnerable people in our service and support the NHS in the pandemic crisis.

Should you require any further information to support your processes, please do feel free to drop me an email on [MANAGEMENT CONTACT EMAIL]

Thank you for your support on the matter, your help is greatly appreciated

Yours sincerely,

[MANAGER NAME]

[SIGNATURE]

[COMPANY LETTERHEAD]

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