DATE 2020

**PRIVATE & CONFIDENTIAL**

**Confirmation of Employment – Key Worker: Cannot Work from Home**

To whom it may concern,

I write further to the announcement on 23rd March 2020 in which the Government introduced new measures to prevent the spread of coronavirus and save lives.

It was confirmed that essential services need to continue and that those who play a vital role in public health and safety must continue to go to work wherever possible and or necessary.

As such I can confirm that we currently employ EMPLOYEE NAME, as a JOB TITLE which includes BRIEF DESCRIPTION OF JOB ROLE. They are employed in a role which they are unable to entirely fulfil from home and as per the UK Government Guidelines can travel to and from their home to attend work.

Please accept this letter as proof of employment, however, should you require any additional information at this time please contact LINE MANAGER on PHONE NUMBER.

As a responsible employer we are focussed on complying with Government guidelines on social distancing and hygiene practices within our office for all our colleagues.

Thank you for your understanding and support at this time.

**LINE MANAGER NAME**

**JOB TITLE**

**COMPANY NAME**