ORGANISATION

LETTERHEAD HERE

Date

To whom it may concern

<Name of employee> is fulfilling an essential service pursuant to Covid-19 Alert Level 3 & 4 required by <NAME OF COMPANY> ( in support of <Name of Essential Service Agency>).

Their responsibilities will require them to work onsite at <Name of Organisation> premises or other locations as required.

I would ask that you facilitate their movement to enable the continuation of essential services for New Zealand.

If you require any further information, please contact <Organisation email address> / or alternatively, NAME (XXX-XXX XXXX) or NAME (XXX XXX XXXX).

Regards

Signature

A B SOMEONE

Chief Executive