

To Whom it May Concern,

**COVID-19 Essential Worker Authorisation**

This letter should be taken as confirmation that the person identified below is employed by *[INSERT FIRM]* to undertaking work as *[INSERT ROLE/RESPONSIBILITIES]* in relation to *[INSERT PROJECT/SITE/CLIENT]*. They will be able to produce proof of identity and of their relevant qualification to demonstrate this. *(NOTE: Identification will need to be provided by an employee when requested e.g. CSCS Card, Driving License.)*

**Name of Employee:**

**Name/Address/Tel no:**

**of Company:**

The Government has confirmed that, where people are unable to work from home, including many in the construction sector, they should still go to work, where this can be done in accordance with guidance published by Public Health England. Therefore, construction contractors, subcontractors or workers delivering construction projects, those involved in the manufacturing, supply and distribution of construction products, builders' merchants and logistics, or the provision of relevant professional services, should be viewed as falling within the scope of this guidance.

**OR (In relation to those deemed critical workers with reference to the published critical workers list)**

The Government has identified work in a number of sectors to be of critical national importance, where this involves the delivery of public services, the distribution of food and other essential products, and the maintenance of infrastructure. Those working in these sectors are considered critical workers, and it is essential they are able to undertake their duties.

Yours faithfully

Name

Signature

Contact Details

To be signed by Director/Senior Manager