Date

To whom it may concern

**Authority to travel – COVID-19 Critical Workers**

The UK government have announced that critical workers are required to attend work to support the national response to Coronavirus (COVID-19). The holder of this letter is in active employment for <…………………..>

This individual is classed as a key worker and is on route or returning home from their place of work for the above named company, and resides at the below address:

Employee name:

Address:

I can be contacted on <phone number> should anyone in authority require me to confirm that the above-named person is required to work in a critical worker capacity for <Name of Company>.

Yours sincerely,

Name

Title

Company Name