**[ Place on Company headed Paper ]**

28th March 2020

**To Whom It May Concern,**

In the context of the Covid-19 pandemic, Government has asked people to stay at home in all circumstances, except in a specific set of cases including to travel to and from work where the work is considered an essential service.

The Irish Government on 28th March 2020 established a list of essential services and businesses that need to continue to operate during the weeks ahead. The [Relevant Business Activity] was designated as such an essential activity, in order to maintain [essential function]

This letter is confirmation that ***<insert name of employee>*** is an essential worker employed by the ***<insert company name>*** located at ***<insert production site address>*** and is therefore required to attend work at the above address.

Should you have any queries relating to this letter please contact ***<insert name of HR or Plant manager>*** at either ***<insert mobile number>*** or ***<insert email address>*** to verify details.

Yours sincerely,

[signed]

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***<name>***

***<title>***