Company Letterhead

Employee name/Home address

Employee number: [ ]

Employee job title and department.

[Date]

**Coronavirus controls: Requirement of [Company name] (the “Company”) to attend the [insert site details] to undertake your work**

Dear [Employee name],

As you are aware HM Government issued guidance on Monday 23rd March stating the importance of staying at home in order to stop the spread of COVID-19. The Company takes that guidance very seriously.

Under that guidance members of the public may only travel to and from work where their work absolutely cannot be done from home.

Your role involves [insert details]. These operations are not possible to be conducted remotely at home. The Company has therefore concluded that your job cannot be undertaken from home and must be undertaken at [site details].

This letter may be used as evidence if you are requested to produce it to any law enforcement authorities. Please keep a copy of this letter with you when travelling to and from [site details] [together with your Company Identification badge].

Your attendance at work will require your continued adherence to the Company’s procedures previously announced about COVID-19.

If you have any questions in relation to this letter please contact [me].

Yours sincerely