**Draft template letter for essential work**

To Whom It May Concern

**COVID-19 - Essential Travel Required**

The holder of this letter is [*Insert employee name*][[1]](#footnote-1).

The holder of this letter is employed by [*Insert company name*].

[*Insert company name*] is directly involved in the provision of essential services, notably the distribution, delivery, servicing and repair of vehicles and automotive parts, including for Emergency Services, the Armed Forces, other Key Workers and/or key supply chain businesses servicing the grocery, pharmaceutical, medical and freight sectors, all of which are critical to the UK’s response to the present COVID-19 crisis.

This letter confirms that the holder is travelling for purposes connected with his employment, namely the provision of essential products and services that will provide ongoing support to one or more of the above services, workers and sectors as part of the COVID-19 response.

Further guidance (issued in March 2020) regarding the status of the services provided by [*Insert company name*] may be obtained from the Ministry of Housing Communities and Local Government. For the avoidance of doubt, this guidance designates garage services (namely vehicle servicing, repair and associated parts delivery) as a specific exception to those businesses required to close by virtue of the essential services it provides; in other words, garage services must be allowed to remain fully operational (subject to employees following appropriate health and safety precautions in line with Government guidance). The holder of this letter is required to travel to provide the said services.

We trust that this letter of authorisation is sufficient to address any questions you might have and to permit [*Insert employee name*] to continue on his/her journey. Should you require any further information or verification please contact [*Insert manager name*] on [*INSERT TELEPHONE NUMBER*]

Yours

[*Name*]  
[*Director/Senior Manager etc.*]

**Drafting notes**

How to use this document

This draft template has been produced for use any members who wish to provide evidence to their employees to confirm the reason for their travel. Where used this should be provided on company headed paper.

This is an example document and should be adapted to suit your circumstances. There is no provision currently within legislation for any letter or pass system and as such this document is for guidance only.

1. The relevant employee should carry an acceptable form of identification (driving licence etc.) [↑](#footnote-ref-1)