[Insert Business Name]

[Insert Address & Postcode]

[Insert Date]

TO WHOM IT MAY CONCERN

ESSENTIAL TO TRAVEL TO WORK

I am writing to confirm that the person in possession of this letter is doing essential work for [farm/business name], at [location].

The person in possession of this letter is [Name of worker] of [worker’s address].

Following Government guidance, food production is part of our critical national infrastructure and should continue where it is necessary and where it can continue safely in line with social distancing.

This individual is a key part of our business and is essential to our ability to produce food. We have therefore requested that they are still required to travel to work.

Should you have any questions, whether this is confirmation of their name and they are in fact working on behalf of our business, please do not hesitate to contact me on [enter telephone number].

Yours sincerely

[Insert Name]

[Insert Job Title]