

INSERT LETTER HEAD HERE IF AVAILABLE

Date of issuance – 26 March 2020

To whom it may concern,

ESSENTIAL SERVICES EMPLOYEE TRAVEL AUTHORITY

[*Employee name*] is employed by [*Employer name and business name*], which is considered an essential service and is permitted to remain operational during the New Zealand Covid-19 Alert Level 4 shutdown.

[*Employee name*] has agreed they will only travel to and from our place of work, which is located at [*Employer/business address/es here*]. Their usual hours of work are from [*start time*] to [*finish time*].

For any questions regarding their movements for work purposes please contact [*Employer name*] on [*Phone number*].

This arrangement has been agreed by both [*Employee name*] and [*Employer name*].

Employer signature

Employee signature
