Date

Employee name

Address line 1

Address line 2

STATE Postcode

To Whom It May Concern,

**Work Access Letter – Essential Worker**

The Victorian Government issuance of Stage 3 Restrictions to help stop the spread of COVID-19, puts into effect stay at home requirements effective …../…../ 2020 until …../……./ 2020. The requirements exempt those whose work cannot be done remotely and gives permission for them to travel to and from work.

The holder of this letter, Employee Name, is an employee of (school name) whose work cannot be done remotely and therefore needs to be at (school name) to fulfil the requirements of his/her job.

This letter confirms:

* The said Employee is an essential employee of …………………….. (School name)
* In order to perform their duties, the said Employee is required to attend and travel to/from their home to work at (School name)

Yours sincerely,