

Company Letterhead (if relevant)

Date:

To whom this may concern,

Confirmation of Staff Member being an Essential Worker

This letter is to confirm that, **(Name of Staff Member)**, is an employee of **(Company Name)** currently providing services to the NSW Department of Communities and Justice.

I confirm that **(Name of Staff Member)**, in their role as **(Role of Staff Member)**, performs duties that are essential to the performance of the Department's functions and are not possible to be undertaken at home.

Should you require any further information or clarification, please contact **(Position and Manager/ Director Name)** on **(Contact Number and email address)**

Yours sincerely

Manager/ Director Name
Job Title
Contact Number
Email address