[Company Letterhead]

25 March 2020

**To whom it may concern**

**Essential Worker Certificate – Covid-19**

This letter is to confirm that [name of employee] is designated as an essential employee of [Company Name].

[Company Name] has been approved by the New Zealand Government as an essential service business, being either a producer or processor of food products.

Under the level 4 conditions for the control of Covid-19, essential employees are permitted to travel to and from their place of work.

Approved essential service businesses are expected to continue their operations throughout the Covid-19 crisis, and until otherwise advised.

If you have any questions, please contact the undersigned.

Yours faithfully,

[signature]

[Name of Contact Person]

[Position]

[Company name]

[Company address]

[Company address]

[Company address]

[Email address]

[Mobile Number]