

INSERT LETTER HEAD HERE IF AVAILABLE

Date of issuance

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 3 or Level 4 lockdown.

[Employee name] has agreed they will only travel to and from our place of work, which is located at [Employer/business address/es here].

They are also able to uplift supplies from known essential rural service providers for the purposes of business continuity.

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
