## Interim Approved to Work Letter – template

**Instructions**

This letter template provides members with a basic letter for employers to provide employees who are working for approved Victorian Open for On-site Work businesses.

This is an interim letter whilst the permit is pending from Victorian Government.

The template is not exhaustive and we recommend members consider this template carefully as it contains content that requires customisation.

This is to be place on your company letterhead/logo.

[insert date]

**To whom it may concern,**

The bearer of this letter, [insert full name as it appears on your employees Driver’s Licence], is an [employee or contractor] of this business which, under the current Victorian government workplace restrictions, falls within the permitted group of industry sectors currently entitled to be open for on-site work.

We have provided this letter to [insert name] due to the DHHS workplace permit system not yet being functional or provided to the company and its employee at this time.

[insert company name] is a [insert description of company] within the Victorian manufacturing sector.

[insert name] is employed within our business as a [insert job title] and is required to work [insert detailed span and spread of days and hours of work, but be sure it stays current if shift alterations occur].

Please extend to the bearer of this letter all possible consideration and courtesy. Should you have any queries please contact the undersigned at [insert company phone number or our of office hours number for night shift workers]

Yours Faithfully,

<SIGNATURE>

[NAME]  
[TITLE]  
[COMPANY]