## TRMC Template for members – Employer confirmation letter for employees and contractors

**Instructions**

**Members may wish to provide this letter to an employee of their business where that employee is an Authorised Worker who may otherwise be subject to state/territory or specific Local Government Area restrictions but continues to be able to attend onsite work.**

Apply on your company letterhead and customise as required.

If required, employees should be able to provide (police or other authorised officer) their drivers licence, or other photo identification to confirm their identity compared against their employers letter. Further, an employee should follow any lawful direction given to them by a police officer during any such encounter.

We recommend impacted employees are directed to have such a letter on them at all times when travelling to and from work by whatever means.

We recommend members advise their employees not to seek to use such a letter inappropriately.

Employees who have English as a second language may require additional assistance.

*Date*

**To whom it may concern,**

The bearer of this letter, [insert name], is an authorised [employee or contractor] of this business which, under current [insert state or territory or specific LGA] related restrictions, falls within the permitted group of industry sectors which remain able to be open for on-site work.

[insert company name] is a producer of [insert description] within the [insert state or territory] manufacturing industry.

We have provided this letter to [insert employee/contractor name] should they be questioned by a police officer or other authorised officer.

[insert employee/contractor 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. Alternatively, please contact [insert alternative contact].

Yours faithfully,

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[*Managers name, signature and contact details*]