

Essential Service Workforce Primary Industries Travel Document:

Business Name: _____

Date of issue: _____

This letter is to notify that *(person's full name)*

_____ is required to work
as an employee or in a contracted role as a:

By the business listed above.

and is required to carry out essential duties for approved operations during the COVID-19 Alert Level 3/4 period.

This letter will always be carried by the employee/contractor while travelling to and from their place of employment and while travelling in the course of business, along with photographic identification.

Our business has a workplace H&S processes in place to ensure that social distance and hygiene requirements are being followed while undertaking essential tasks, to ensure the ongoing and safe operation of the business

To confirm or request further information please contact below:

Yours Sincerely

Signed: _____

Owner/Manager Name: _____

Contact Phone Number: _____

Property/Site Name: _____

Property/Site Address: _____