

COMPANY LETTERHEAD

DATE

To Whom it May Concern

Employee Travelling for Work Purposes in Transport, Freight, Logistics

Our business activities support the Tasmanian Government priority for securing essential services in providing transport and supporting supply chains.

This letter confirms that **employee FULL NAME** is employed by **COMPANY NAME**, in the role of **INSERT OCCUPATION**, a role that is essential to the operation of our business.

They need to travel to attend work, which is conducted from the following address/es:

INSERT ADDRESS OF DEPOT FROM WHICH THE PERSON WORKS

To confirm this information, please contact:

NAME, POSITION AND PHONE NUMBER of person in the business who should be contacted to verify the information

This letter is valid for the period from **DATE** to **DATE** (*suggest that this be for a fortnight at a time*)

SIGNATURE

NAME OF PERSON SIGNING

POSITION IN THE BUSINESS