**XX** August 2021

**TO WHOM IT MAY CONCERN**

[**Name of Worker**] is a worker for [**Name of your Essential Business**], which is an essential freight services business, as set out in the Public Health Order covering the Level 4 lockdown - COVID-19 Public Health Response (Alert Level Requirements) Order (No 9) 2021.

**Freight services are allowed under Alert level 4, as per** **Schedule 2 of the Order, Alert level 4 businesses or services.**

**Number 14 exempts:**

The following services:

* freight services (including those for transporting livestock) provided by means of road, rail, air, or sea:
* any other transport and logistics services, including those provided at or through an aerodrome or a port

This person is principally working from our depot [**name and address of business**], and is authorised to travel between their home and that work site to attend work, and to travel for other essential business purposes.

If you have any questions about this worker’s travel please contact: [**name, phone number**]

Signed:

[Name of appropriate senior person]
[Name of your Essential Business]