To Whom It May Concern

**Essential Travel for Work during Covid-19**

This letter is to confirm that *{Enter Staff Name}*, *{Enter Job Role}* is required to travel to work at *{Enter Location Address Here}* on behalf of XXXX (charity number XXX) to undertake *{essential animal care duties/essential services}* on behalf of the organisation.  The nature of this work includes *{Enter brief description here}*.

I hereby certify that *{Enter Staff Name}* is an employee of XXXX and is required to travel from their home location to the workplace address listed above, or site otherwise deemed necessary by the organisation, between *{Enter times: e.g. 07:00 to 17:00}* from *{Enter days: e.g. Monday to Friday}*in order to carry out these essential tasks.

If you wish to discuss this in more detail, please feel free to contact me using the details provided below.

Yours Sincerely