

Template letter for company letterhead

To Whom It May Concern,

The bearer of this letter carries out essential duties in the production and distribution of medicines / medical products / personal protective equipment* and, as such, has been designated a critical worker ⁽¹⁾ in line with Government guidance issued in response to COVID-19.

The bearer has the necessary qualifications and experience to perform their duties, which may often be at a premises other than those listed on this letterhead. These may include, but not be limited to, NHS hospitals, public health laboratories, care homes and private addresses where individuals are in need of urgent medical care.

On demand, the bearer will produce photographic identification as appropriate.

For further confirmation, please contact: [\[insert details of company contact\]](#)

We thank you for your cooperation.

*Delete as applicable

(1)- **Health and social care**

This includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff including volunteers; **the support and specialist staff required to maintain the UK's health and social care sector; those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.**