Dear Headteacher

Re: Children of XXXXX

Under the government guidance published on 20th March I am writing to confirm that my employee, XXXXXX has a role directly linked to the COVID 19 response and therefore is classed a key worker for the provision of retaining children in an educational setting.

This role has been listed within regional guidance as being essential to the business continuity arrangements and their specific role is necessary for the continuation of this essential public service.

{Add in details of the work being carried out}

I trust this will be sufficient to provide support for XXX, but if you need anything further please do not hesitate to contact me

Kind Regards

Manager