**Sample Employer Letter**

**ESSENTIAL SERVICES – COVID19 28th March 2020**

To whom it may concern,

This is to certify that **[INSERT COMPANY ADDRESS HERE]** is a **[INSERT TYPE OF INDUSTRY HERE]**, which is an essential service and covered by the Irish Government advice of 28th March. This is not work that they can do from home and, without their presence in the workplace, the Company would face potentially serious issues, both now and with regards to our ability to operate in the future  
   
**[FULL EMPLOYEE NAME AND ADDRESS HERE]**

In light of the recent Government measures instructing people to stay in their homes and only travel if essential, this letter has been issued by the Human Resources Department, to verify that the above is currently work for (or are contracted to work for) **our company** and has been identified as a person performing duties that are essential to the continuation of work in this company.  
   
This letter is valid for the duration of the Government advice until April 12th, or until such a point as the Government stands down current restrictions.  
   
To verify this document, please contact:**[HR MANAGER + NUMBER]**  
   
Regards,  
   
**[EMPLOYER NAME HERE]  
[SIGNATURE + DATE]**