*[TO BE PUT ON COMPANY LETTERHEAD]*

[DATE]

**RE: ESSENTIAL WORKER STATEMENT (BORDER CROSSING)**

Please be advised that *[INSERT EMPLOYEE NAME]* is an employee of *[INSERT COMPANY NAME],* which is a company in the Building and Construction industry.

# (Company name) is completing works that are permissible under the current Queensland Government Health Directive - *[Insert restriction name> For example,* *Border Restrictions Direction (No. 51).* [EMPLOYEE NAME] is undertaking these approved works and is required to travel to work sites to do so.

If you have any concerns, I can be contacted on [PHONE NUMBER].

Yours Sincerely

[DIRECTOR NAME]