*[TO BE PUT ON COMPANY LETTERHEAD]*

[DATE]

**RE: ESSENTIAL WORKER STATEMENT**

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

*[INSERT THIS SECTION FOR USE FOR CONSTRUCTION WORKERS]*

[COMPANY NAME] is completing works that are permissible under the current Queensland Government Health Directive [*Insert restriction name> For example,* [*Restrictions for Locked Down Areas (South-East Queensland) Direction (No. 4)*](https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/restrictions-for-locked-down-areas)]. [EMPLOYEE NAME] is undertaking these approved works and is required to travel to work sites to do so.

*[INSERT THIS SECTION FOR USE FOR OFFICE WORKERS]*

[EMPLOYEE NAME] undertakes tasks that are required for the ongoing delivery of work that is permissible under the current Queensland Government Health Directive [*Insert restriction name> For example,* [*Restrictions for Locked Down Areas (South-East Queensland) Direction (No. 4)*](https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/restrictions-for-locked-down-areas)]. This work cannot be undertaken from home and accordingly, [EMPLOYEE NAME] is required to attend our office / depot / manufacturing facility etc. at [ADDRESS].

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

Yours Sincerely

[DIRECTOR NAME]