

<enter date>

To whom it may concern,

This letter has been provided to **<employees name>** by **<company name>** to endorse that they are currently an employee/sub-contractor of **<company name>**.

As per the requirement outlined by Police Commissioner Chris Dawson, **<enter name>** is required to enter the region of **<enter region>** for the purpose of attending their place of employment/worksite fulfilling the duties of their employment.

Their destination is: **<enter destination>**

If you wish to seek further clarification regarding **<employees/subcontractors name>** role or the nature of their work, please contact:

<name of contact person>

<mobile number>

<email>

Kind Regards

<name of authorised person>

<position>

<company>