< DATE >

To Whom it may Concern

# NECESSARY TRAVEL AND SITE ACCESS FOR WORK

< NAME >, < POSITION > is an employee of <COMPANY>, a Provider of Fruit & Vegetable Distribution.

This person provides essential services which requires physical attendance to the Market at Burma Road, Pooraka. These services include:

* The essential operations of fresh produce distribution to the South Australian community
* <LIST HERE YOUR OTHER ESSENTIAL TASKS>

Whilst <COMPANY> has made arrangements for the majority of our staff to work remotely, < NAME > responsibilities necessitate travel to and from the Market site.

<SIGNED BY YOUR DIRECTOR>