



TRAVEL TO WORK NOTICE

This template notice is intended to assist member businesses develop their own notice. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. When this form is edited it is deemed uncontrolled by Business SA.

If you are unsure if your workers are essential and able to travel to work, advice should be sought from SA Health.

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TRAVEL TO WORK NOTICE

[DATE]

Travel to Work Notice

To whom this may concern,

[INSERT INDUSTRY OF BUSINESS] has been identified as essential in the essential services list under the *Emergency Management (COVID-19) (Stay at Home) Direction 2020*. **[INSERT COMPANY NAME]** is (or is a supplier to) an essential business.

This notice is to confirm that **[EMPLOYEE NAME]** is employed by **[INSERT COMPANY NAME]** and is required to perform work at **[COMPANY ADDRESS]**.

If you have any questions or require further information, please contact **[MANAGER NAME]** at **[PHONE NUMBER]** or **[MOBILE NUMBER]**.

Sincerely,

[COMPANY NAME]