

COMPANY LOGO

[Name of worker here]

Friday 27 March, 2020

Western Australia Essential Traveller

To whom it may concern,

With reference to the 'Self Quarantine Following Interstate Travel' Directions issued under s67 of the Emergency Management Act 2005 (WA), I confirm that the above mentioned person is providing an Essential Service on behalf of <COMPANY NAME>.

<COMPANY ROLE> eg Arc Infrastructure is the manager and operator of the rail freight network in the south-west of Western Australia, supporting the provision of essential freight and logistics services into, out of, and within Western Australia.

All <COMPANY NAME> personnel undertaking essential travel have been instructed that they must fully comply with the company CoVID-19 management protocols as a mandatory precondition for exemption.

Additionally, <First Name> <Surname> has on their person a CoVID-19 health declaration confirming their ability to travel.

If you have any queries or require further information from <COMPANY NAME>, please contact [Insert name and contact details of responsible person].

Yours sincerely,

CEO