DATE

To Whom It May Concern,

This letter is to confirm that NAME is employed by us in the capacity of JOB TITLE.

The nature of their job role means they are unable to work from home.

Our company is in the INDUSTRY sector and therefore not on the list of businesses that must close.

Should you require any further confirmation please call NUMBER and ask for NAME, who will be able to verify this information.

Yours sincerely

**NAME  
JOB TITLE**