**[insert date]**

**Re: Confirmation of employment by an essential service**

To Whom It May Concern,

**[Insert organisation name]** is a non government organisation based in **[insert address]**, that supports individuals [men/women/children] to undergo treatment for alcohol and other drugs (AOD) issues on a **[residential/non-residential]** basis.

Each day we care for up to **[insert number] [men/women/children]** in our residential/non residential service/s and require **[insert applicable details – e.g. 24/7 staffing, food and essential items to maintain good health and hygiene]**.

The person listed below is an employee of **[Insert organisation name]**, which has been designated **an essential service** by the NSW Ministry of Health. Their role requires them to move between their place of residence, place or work and essential work-related services **[insert detail if applicable – e.g. including the Chemist at 1 Smith Street Sydney]**. **[Delete if not applicable – The staff member may be accompanied by client/s and/or other designated staff.]** The staff member will have a personal photo identification and staff identification in addition to this letter of authority.

**[Insert staff member name]  
[Insert staff member designation]**

We kindly ask that the above-named staff member be allowed to go about their required work-related tasks. If you require further confirmation or verification of employment, please do not hesitate to contact me on **[insert contact number XXXX XXX XXX]**.

Kind Regards,

**[Insert Manager/Supervisor name]  
[Insert designation]  
[Insert service details]**

The [Network of Alcohol and other Drugs Agencies](https://www.nada.org.au/) developed this letter to support non government AOD services in NSW in response to COVID-19 restrictions in the community. Please adapt this template to suit your service. This is now part of our suite of templates in our [Policy Toolkit](https://www.nada.org.au/resources/policy-toolkit/).

We are also sharing news and resources for [frontline workers](https://www.nada.org.au/resources/covid-frontline-workers-clients/) and for [managers](https://www.nada.org.au/news/coronavirus-news-and-resources/) in response to COVID-19.