

Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE

ender Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE

Your ref: «ref»
Our ref: «ref»
Contact: «name»
Date: «ref»

Tel: 01609 «number»
Fax: 01609 «number»
Email: «name»@northyorks.gov.uk
Web: www.northyorks.gov.uk

Dear Colleague

I write to you in my capacity as xxxx.

You will be aware that alongside the announcement by Government to close schools, a commitment was made to provide guidance about who may be considered a key worker to ensure they are able to access the services they need to continue working, including access to settings for children.

I am writing to confirm that **[STAFF NAME]** is employed by North Yorkshire County Council and is considered a key worker within the guidance issued, and will be able to provide suitable identification if required.

You can find detailed guidance on the Government's website at www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision

Yours faithfully

Name
Title