[Employer Name]

[Employer Address]

[Employer Address]

[Employer Address]

To whom it may concern,

[PA Name] is employed by me to provide help and support with my/[name’s] daily living. Their role involves [insert details] and falls squarely into the health and social care sector. Therefore, the government legislation of 19th March 2020 defines them as keyworkers, and it is a necessity that they continue to come to work during the COVID-19 outbreak whilst they are well.

I employ using Direct Payment funds from [delete as appropriate] Suffolk County Council/the NHS/Norfolk County Council. I am also supported by Suffolk Independent Living/Equal Lives who provide a payroll and advice service.

As a small employer, my staff do not necessarily have access to an ID badge, therefore you can verify their identity by calling me on [insert number].

If you have any queries, you can call:

* Me on: [insert number]
* [if funded by Suffolk County Council] Customer First on: 0808 8004005
* [if funded by the NHS] My NHS practitioner on: [insert number]
* [if funded by Norfolk County Council] Norfolk County Council on: 01603 223392
* Suffolk Independent Living on: 01473 603876

Yours Faithfully,

[Employer name]