

Company logo

Date

**Employee Name:**

**Job Title:**

**Work Site:**

**Re: Confirmation of Employment Location (Essential Service)**

The purpose of this letter is to confirm that the above-mentioned person is employed in the consulting engineering by **(insert company name)** as a **(job title)**. As a component of their role they are required to travel to sites to conduct their work. At present they are travelling to **(work site name and address)** to perform **(task)**. Engineering is defined as a non-health essential service in BC.

The provincial government advise that where individuals are unable to work from home, including many in the sector, they should continue to go to work where this can be done in accordance with the Public Health Officer orders. **(Employee name)** should be viewed as falling within the scope of this guidance as their **(task)** cannot be performed remotely.

Our company strictly adheres to Covid-19 protocols and all sites attended by our team members have Covid-19 safety plans in place. Site safety orientation includes a review of Covid-19 protocols.

If you have any questions, please feel free to direct them via email to **(insert company email contact)** or by telephone at **(insert company telephone #)**

Yours truly,

Insert Company Representative

Name Title/Position