**TO WHOM IT MAY CONCERN**

Under the exemption “people travelling to work” for the intrastate travel restrictions introduced by the State Government from 31 March 2020, please accept this letter as authority for [Name] of [Organisation] to cross [insert regional boundary] for the purposes of their work with [Organisation].

This authority covers the following period: [dates]

Should you need further clarification, please call me on [phone number].

With thanks

[Signature]

[Name]

[Title]

[Organisation]

[Date]