**Annex 1**

**Template Letter for Key Workers**

Name

Organisation

Address 1

Address 2

Address 3

Postcode

Telephone

Email address

Date

**TO WHOM IT MAY CONCERN**

**NHS RESPONSE TO COVID-19**

This letter is to confirm that this person is regarded as a key NHS worker within the NHS including the following NHS organisations in England:

* All NHS Trust and Foundation Trusts
* All Clinical Commissioning Groups
* All GP Practices and Primary Care Networks

This letter should be accepted as proof of key worker status in combination with a valid photo security pass or other identification for the respective NHS organisation.

This letter is valid up until [*insert date if required*].

Yours sincerely,

**[Insert name of CEO/COO/HRD]**