

Insert Letterhead

{Date}

{Title} {first name} {last name}

{Position}

{Company Name}

{Address 1}

{Address 2}

{Suburb State Postcode}

To Whom It May Concern

The bearer of this letter "Insert Shearer Name in full" of "Insert Business Name", ordinarily resides at "Insert Address" is a third party contractor of "Insert Farm Name" of "Insert Farm Address" whose work cannot be completed remotely and consequently needs to be at "Insert Farm Name" to fulfil the requirements of their job.

This letter confirms:

- The services are deemed to be an essential service "shearing"(as defined by Federal, State and Territory Governments)
- Essential shearing period will commence "insert Start Date" up to and including "Insert Completion Date". Their daily operating hours will be "Insert work Start Day" to "Insert Work Week Finish Day" 6.00am to 6.00pm
- "Insert Name in full" will reside at "Insert Accommodation Address" during the essential service period
- "Insert Name in full" will use their own essential service equipment and Personal Protection Equipment (PPE), including face masks, towels and drinking containers

Our Company "Insert Farm Name" has put in place all government recommended safety measures such as physical distancing, appropriate hygiene/PPE practises, staggered shifts and meal breaks. In addition, we have a Covid Safety plan and are a Covid Safe Business.

For any further information or to verify "Insert Shearer Name in full" 's essential service contract please contact "Insert Owner/managers Name" of "Insert Farm Name" on "Insert Mobile Number"

Yours Sincerely

xx

"Insert Owner/managers Name"

"Insert Farm Name"

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