[INSERT ORG LOGO]

**Private and confidential**

[INSERT DATE]

**Re: confirmation of [NAME OF STAFF] as keyworker**

To whom it may concern.

The Cabinet Office and Department for Education published government guidance on 19.3.20 on parental keyworker status.

I can confirm that [INSERT NAME] is employed by [INSERT ORGANISATION] as a [INSERT ROLE] and is classified as a keyworker in line with this guidance.

Drug and alcohol workers are included in the **health and social care section:** “this includes but is not limited to doctors, nurses, midwives, paramedics, social workers, care workers, and other frontline health and social care staff”.

Additionally, voluntary sector organisations are included in the **key public services** section: “charities and workers delivering key frontline services”.

For further information should you need it, please contact me at [INSERT EMAIL ADDRESS]

Yours sincerely,

[INSERT SERVICE/ORG MANAGER NAME]

[INSERT SERVICE/ORG NAME]