

Employee Name: _____

Employee Address: _____

Dear _____

I am writing to confirm that _____ is a member of staff in my convenience store.

The Government's definition of essential retail outlet includes 'Retail and wholesale sale of food, beverages and newspapers in non-specialised and specialised stores', as stated in the official guidance published on 27th March on Gov.ie. This includes members of staff who work in convenience stores.

My store is providing an essential local service during these uncertain times, and it is vitally important that my staff are able to continue working.

If you would like any additional confirmation, please get in touch with the store directly.

Yours sincerely,

Store owner / manager

Contact number: _____