[on company letterhead with full address stated]

To Whom It May Concern:

**Re: Confirmation of Essential Worker status**

This letter is to confirm that XXXX [name of employee] is an employee of XXXX [name of company].

The Government of Canada deemed transportation, warehousing and logistics services as essential in March 2020. Our company has been providing these essential services throughout the COVID-19 pandemic.

Please accept this as confirmation that the above-named employee is deemed an essential worker under the Government’s guidelines and therefore is eligible to receive the priority status vaccine.

If you have any questions, please contact me.

Sincerely,

[Name, title, phone number, email address]