

Sample Staff Communication - Employment Regional Travel



Chamber of Commerce
and Industry WA

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[Insert employer's letterhead]

<<date>>

To whom it may concern,

Regional travel for employment purposes

We confirm that <<full legal name of employee>> is a current employee of <<legal name of employer>> (ACN/ABN <<insert>>) and employed in the position of <<employee's position>>.

<<Name of employee>>'s usual place of employment is <<city/town>>, located in the <<insert region>> region.

[Use the following if employee is required to travel between regions to attend their usual place of employment]

<<Name of employee>>'s private residence is located in <<city/town>>, of the <<insert region>> region. As such, it is necessary for <<name of employee>> to travel between the << region where employee lives>> region and <<region where employee works>> for the purpose of attending their place of employment.

<<Name of employee>> is required to travel between the regions to attend work on <<include specific days of the week OR approximate number of days per week the employee if no set roster>>.

[Use the following if employee is required to travel between regions to fulfil duties of their employment]

<<Name of employee>> is required to travel between the <<insert region>> region and the <<insert region>> region <<insert specific date OR indicate approximately how many times per week OR specify the days of the week>> to fulfill the following duties of their employment:

- <<insert duties - be as specific as possible>>
- <<insert duties - be as specific as possible>>
- <<insert duties - be as specific as possible>>

The locations that <<name of employee>> will be attending to complete the above duties are as follows:

- <<insert location/address. If another business, include business details>>
- <<insert location/address. If another business, include business details>>

If you have any questions or concerns regarding the above, please contact <<contact person name>>, <<position>> on <<phone number>>.

Kind regards,

<<signature>>