

PLACE ON COMPANY LETTERHEAD

Insert Date:

To Whom It May Concern:

While [Insert State, City] is currently under a State of Emergency or Shelter in Place order, specific businesses and industries have been designated as essential businesses by Order of [Governor/Mayor/President) XXXX as of [Insert Date]. See accompanying document.

Please be advised that [Insert Company Name] has been designated as an essential business referenced in this order due to the scope of [Insert – Social Services, Medical Services, Public Services, etc.] that we deliver to vulnerable populations throughout City/State. See accompanying list of essential businesses .

This individual , _____, is currently employed at [Insert Company Name] and, thereby, needs to travel to and from work in order to perform their duties.

Sincerely,

Name
Title
Phone Number

Employee Name: _____

Employee Signature: _____

Employee Date of Hire: _____

Site Address: _____