[YOUR COMPANY LOGO HERE]

March 24, 2020

From: [Your Company Name]

To: Local Government Authorities and Law Enforcement

Subject: Authorization of Essential Personnel

To Whom It May Concern:

[Your Company Name] has been recognized or does qualify as an essential service provider by Federal, State, or Local laws and regulations. As such, it has been determined that [Your Company Name] is exempt from all current orders requiring the temporary shutdown of operations.

This letter is to verify that the holder of this letter is an employee of [Your Company Name] and is providing essential services. If presented to you, this letter confirms that the individual referenced below is either in transit to or from [Your Company Name].

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information of these services or the employee’s verification can be obtained by calling [Your Phone Number], and ask for [Your Name].

Sincerely,

[Your Name]

[Your Company Name]