**COMPANY LETTERHEAD**

DATE

To Whom It May Concern

This is to advise that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Employee”) is currently employed by COMPANY (“Company”) as TITLE. Under the Health Officer of XX’s March XX, 2020 Order, Employee provides essential services and/or engages in essential activities and work for the Company.

The Company is an essential business as defined under the Order, because it ADD COMPANY SERVICES/PRODUCTS DESCRIPTION. Such services or products are necessary and required to support the County’s businesses and residents during the ongoing and evolving COVID-19 crisis.

For these reasons, please excuse the Employee as she/he is commuting to or from work, or travelling in furtherance of the Company’s essential business activities.

This letter is effective through April XX, 2020. Should you have any further questions, you may contact me at NUMBER or the Company’s Human Resources Department at NUMBER.

Thank you for your assistance

Sincerely,

Name  
Title