COMPANY LETTERHEAD

RE: Essential Critical Infrastructure Workforce

Authorized Employee’s Name: [Employee name]

Title: [Title]

Issued: MM/DD/YYYY

Company Information: [Company Name]

Address: [Company Address]

Phone: [Phone Number]

To verify call: [Supervisor Name]

Title: [Title]

Phone number to verify: [Phone Number]

To Our Public Safety Partners:

[COMPANY NAME] operations are recognized by state and federal officials as critical infrastructure essential to the state of [INSERT STATE]. Our organization provides products and services that are invaluable at all times and especially during the COVID-19 response.

This employee is required to work on site to ensure the continued and safe operations of our critical facilities and is authorized on our behalf to travel in and out of these sites as needed.

Therefore, should any travel restrictions or curfews be in place, work-related travel owing to their importance to our critical operations is permissible as an “essential employee” under Executive Order of our state.

If you have any questions, please contact the verification party listed at the top of this letter.

Sincerely,

[COMPANY AUTHORITY SIGNATURE]

