

[Insert employee name]
[Insert employee address]
[Insert employee city, state and postal code]

RE:
Essential Business Identification (COVID-19)

Dear Sir or Madam,

Please be advised that , which provides [describe essential business function], is considered an essential business under local laws and guidelines. As [insert employee name] is an active employee of , please allow them to travel to and from our facility as part of their employment responsibilities. For reference, the employee's typical schedule is as follows: [Insert schedule].

Thank you for your service as our employees continue to provide services as essential workers. Please feel free to contact me directly at [insert phone number] in the event you have any questions or concerns.

Sincerely,

[Insert name]
[Insert title]
[Insert phone number]

Note: To determine status as an essential or non-essential business, employers should consult with local guidelines.