To whom it may concern:

This letter identifies its holder as an employee who works at [Company Name].   The company is located at:

XXXXXXX

The employee’s presence at work is essential in order maintain the continuity of operations of [Company Name]. Additionally, [Company Name] has reviewed state [and/or] local emergency orders related to COVID-19 and determined that the [Company Common Name] and employee qualify as exempt from such orders. Therefore, we request that you please allow this employee to travel to and from the company in accordance with their status as an essential worker as defined by state/or local emergency orders.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at XXXXXXXXXX should you have any questions.

Thank you

[INSERT NAME]

[INSERT TITLE]