

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

To whom it may concern:

\_\_\_\_\_ is an employee of  
(name)

\_\_\_\_\_ and is needed to conduct minimum  
(company name)

basic operations for our company. He/she is considered an essential worker under  
the category of \_\_\_\_\_ and this letter is  
(essential service category)

to verify that he/she is authorized to travel to or from his/her job location at

\_\_\_\_\_  
(job location)

Name of Company Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Name / Signature of Company Official