Sample Essential Personnel Letter

*Customize for your organization*

COMPANY NAME

COMPANY ADDRESS

DATE

EMPLOYEE NAME

EMPLOYEE ADDRESS

While travel is not prohibited at this time, Governor STATE’S GOVERNOR has issued a stay at home in the stay at home order in STATE, which calls for businesses not classified as essential to close their doors with respect to their physical operation. A listing of essential businesses which may remain open at this time has also been issued by the state.

COMPANY is defined as essential per current STATE and Federal guidelines. In alignment with regulations and advisement on both the state and federal level, COMPANY will remain open during the advisory and is taking all necessary precautions.

This letter certifies that the individual in possession of this letter is a “critical industry employee” of the [INDUSTRY – insert COVID-19 essential service category as per state] and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions.

Pursuant to the above, the person presenting this letter is an employee of COMPANY and is critical to the operation of essential services of the business. NAME is authorized to travel to and from their workplace and transport goods and equipment to and from their workplace to locations designated as critical infrastructure pursuant to their job duties.

Should you have any questions concerning this letter, please contact: [INSERT COMPANY CONTACT INFORMATION]

Certified by:

[NAME]

[TITLE]