

[On employer letterhead]

[Date]

RE: Designation of Employee [or name of individual employee] as Essential UNDER EXECUTIVE ORDER N-33-20.

To whom it may concern:

[name of employer] is an employer within the 16 Critical Infrastructure Sectors required to continue operating by EXECUTIVE ORDER N-33-20. The individual bearing this letter is a critical employee of [name of employer] , and is traveling to or from their worksite or acting in his or her official capacity, ensuring that the essential work described in EXECUTIVE ORDER N-33-20, continues.

All employees of the [name of employer] shall provide full assistance and cooperation and in no way impede the official conduct of business.

The assistance of Federal, State, County, and other Local law enforcement is requested in order to grant safe passage and provide the bearer unhindered access to job sites or facilities for the purposes designated above.

The status of the individual presenting this letter may be verified by calling [Insert name and contact information for high level employer official with access to employee list]. Thank you for your cooperation in this matter.

Sincerely,

[Title of employer Officer]