

ESSENTIAL BUSINESS LETTER (COVID-19)

[Disclaimer: Businesses should consult the relevant guidelines to determine whether they are an essential business.]

[date]

[employee name and address]

To whom it may concern:

The employee identified above is employed by [name of business], which [describe services your business provides] and is continuing operations at [address of business] during the shelter-in-place order as an essential business under relevant law.

[Company name] is committed to complying with the relevant requirements and appreciates your assistance in enabling our employee to continue to provide essential functions to the community. This employee generally works a schedule of [X to X] and this letter does not apply to time outside of normal working hours. If you have any questions, please contact me at the number below.

Sincerely,

[name of executive]
[phone number]