COMPANY LOGO HERE

March 24, 2020

Re: Work Schedule during Shelter-in-Place Order

Because our business provides services that are essential to continued critical infrastructure viability, this letter is to notify you that we will continue to function as normal during this shelter-in-place order effective DATE. We will continue to support our business partners and customers during this shelter in place order in support of operations critical to our infrastructure.

Should local law enforcement stop you, please show them this letter. If they have further questions or concerns regarding your commute to and from work, they can contact us as noted below:

Company Name

Address

Supervisors or Company Contact

Phone/Cell number

As a valued employee, please do not hesitate to contact me at (phone number and name) if you have any questions or concerns.

Regards,

Name

Company Name

Title