



# ESSENTIAL BUSINESS LETTER TEMPLATE (COVID-19)

*(Updated 04/01/2020)*

**[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,

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**[Name of executive]**

**[Phone number]**