

ESSENTIAL BUSINESS DOCUMENTATION

<DATE>

To Whom It May Concern,

The holder of this letter is an employee of <COMPANY>. This employee's job is business critical and requires the employee to be on-site.

<COMPANY> supports the essential government services provided by the United States Postal Service to the American People. (See March 22, 2020 statement from the USPS on essential partners.) Therefore, <COMPANY> is exempt from the "Shelter in Place" order issued by Governor <NAME>.

Although many of our employees can work from home and have been asked to do so, certain positions cannot be performed from home. Please allow this employee to travel to work so they can continue their business-critical role.

If you have questions, please contact any one of the following people:

- <NAME> <TITLE> <PHONE>
- <NAME> <TITLE> <PHONE>
- <NAME> <TITLE> <PHONE>

Sincerely,

<NAME>

<TITLE>

<COMPANY>