

Dear employee,

Under the provisions of [insert state or local regulation], you are considered to be an essential employee of [insert name of business]

As such, you are required to maintain your normal work schedule so that [insert name of business] can maintain proper operations as an essential business during the coronavirus disease 2019 (COVID-19) pandemic. If you have any questions or concerns about being an essential worker or the precautions [insert name of business] is taking to protect its employees, contact your manager or HR.

In addition, if your manager distributes another letter explaining that you are an essential worker and must travel to and from work, please keep this letter in your car. It will be needed should law enforcement ask why you are not sheltering in place or staying at home.

Please contact [insert contact name] at [insert contact phone] with any questions. Thank you in advance for your cooperation and understanding.

Sincerely,