

RE: ESSENTIAL CRITICAL INFRASTRUCTURE WORKER

TO WHOM IT MAY CONCERN:

The holder of this letter is employed by [INSERT COMPANY NAME] at [INSERT FULL FACILITY ADDRESS]. Our company [INSERT DESCRIPTION OF COMPANY AND PRODUCTS/SERVICES].

This employee and our company are deemed “Essential Critical Infrastructure” pursuant to the “Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response” issued by the U.S. Department of Homeland Security on March 19, 2020. This federal guidance clearly states that “critical infrastructure industries have a special responsibility in these times to continue operations....Promoting the ability of such workers to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives is crucial to community resilience and continuity of essential functions.”

Therefore, this employee is permitted to commute to and from our facility to ensure the continuity of our nation’s medical products supply chain during this national emergency.

Should you have any questions or require confirmation of the validity of this designation letter, please call [INSERT COMPANY CONTACT].

Sincerely,

[NAME / TITLE of Company Official]