**Please note: This is a sample essential letter that can be issued from a member company on their letterhead for their employees to carry while on essential company business in areas under a “stay-at-home” or mandatory quarantine order. This letter can be customized for your company’s particular situation.**

**It is recommended that you review your final essential letter with your legal counsel and/or local authorities. (Your company name here) cannot warrant that this form will satisfy all law/code enforcement entities in your area.**

**(On Company Letterhead)**

**(Date)**

RE: COVID-19 Travel Restrictions

To Whom It May Concern:

Pursuant to the government of **(local jurisdiction** **name)** definition of essential construction work that may remain open during this emergency.

This certification letter attests to the fact that the individual to whom this letter has been issued is an active employee of **(your company name here)** and must travel to and from our facilities as part of his or her employment duties.

According to the **(state’s name here)** stay-at-home order and the March 28, 2020 “Advisory Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response,” issued by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Agency (CISA), **(your company name here)** is a company working in the critical sector engaged in **(describe essential business).**

The bearer of this letter is an essential employee of **(your company name here)** and is fully authorized to travel and work on essential projects providing maintenance and construction activities in **(local jurisdiction name).**

**(Your company name here)** engages in work in **(local jurisdiction name here)** related to maintaining the continuity of operation for essential business functions.

On behalf of **(your company name here),** please accept our gratitude for your service during these difficult times. If you have any questions about our essential work and our employees involved in these projects, please contact me at **(phone** **number).**

Very truly yours,

**(Signed by Company Executive)**  
**(Executive title)  
(Your company name here)  
(Company address)**  
**(Company phone)**