**[Place on Company Letterhead]**

March 24, 2020

To Whom it May Concern,

Pursuant to Governor Bill Lee’s Executive Order No. 17, issued on March 22, 2020, as well as the Orders of Shelby County Mayor Lee Harris and Memphis Mayor Jim Strickland and the orders of the local municipal mayors, and the guidelines published by the federal government’s Cybersecurity and Infrastructure Security Agency (CISA), part of the Office of Homeland Security, and in response to the COVID-19 crisis, the following listed individual is an employee of (NAME OF COMPANY), and is considered an **essential worker** working for an **essential business** as specified under these various orders and guidelines.

**EMPLOYEE NAME**: (**NAME OF EMPLOYEE**)

As part of his/her position with (NAME OF COMPANY), the employee must perform job functions at the company’s offices located at (ADDRESS OF COMPANY) as well as away from the company’s offices in support of the essential business and functions of (NAME OF COMPANY).

During any time away from home, and while at the company’s office or work sites, the employee is instructed to comply with the following “Social Distancing” requirements: maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.  In addition, the employee has been advised to avoid gatherings of other individuals on any project or work site of more than 10 persons.

Please note our standard business hours are from (TIMES OF NORMAL BUSINESS OPERATION) however, arrival and departure times may fluctuate due to demands of our business.

For employment verification purposes, or if you have any questions regarding this Authorization, please contact (NAME, TITLE, PHONE NUMBER, EMAIL).

Sincerely,

(NAME OF COMPANY PRESIDENT OR OTHER AUTHORIZED PERSON)

(TITLE OF PERSON SIGNING LETTER)