[COMPANY LETTERHEAD]

[Date]

To Whom It May Concern:

This letter is to provide confirmation of the employment of [name of employee].

The above named employee is employed with [name of employer]. [Name of employer] is a healthcare clinic and its employees are caregivers (*e.g.*, physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists) and other essential, critical infrastructure workers in the clinic.

Accordingly, it is critical that certain members of our staff, including the above named employee, perform work in the office located at [insert address]. This employee is an essential, critical infrastructure worker during the COVID-19 pandemic as defined in the Guidance issued by the U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency on March 19, 2020, and the [name of state/local order] issued by [title and name of state/local official] on [date, 2020]. Consequently, it is necessary for certain employees, including the above named employee, to travel between their work locations and their residences, including outside the hours of any curfew or other restrictions that may be in place.

We appreciate your consideration in our performance of these essential functions.

[Supervisor or Manager Name and Title]

[Contact Number]

[**NOTE:** This template letter should be reviewed and modified, in consultation with legal counsel, in light of any specific local or statewide orders]