**Essential Infrastructure Workers**

To whom it may concern:

Please be informed that the bearer of this letter is a worker at [COMPANY NAME], located at [COMPANY ADDRESS]. The Company is a [name type of contractor]. We have reviewed all applicable Orders and have determined that we are able to continue to operate under those Orders.

Workers in possession of this letter have been deemed essential to the physical operations of our business. All other personnel have been notified to work remotely until further notice. Employees who are critical to the physical operations of the business have been instructed to comply with social distancing rules/requirements in the jurisdiction, as well as other safety and health precautions.

If you have questions regarding the nature or scope of this letter, please do not hesitate to contact [insert contact name] at [insert contact number and/or email].

Sincerely,

**EXECUTIVE NAME**

*TITLE*