

April 2, 2020

**EMPLOYEE AUTHORIZATION**

To whom it may concern:

**Name of Company** plays an indispensable role by supplying ... **product list**

Our products are essential to ...

Disruptions in the availability of these goods would potentially cause significant hardships throughout our country.

**Our industry** has been designated as “critical infrastructure segments” under presidential policy and Department of Homeland Security emergency readiness programs.

It is the policy of the United States government that our industry continues to function with minimal disruption in the event of an emergency. Furthermore, the President of the United States instructed employees of critical infrastructure industries to continue to perform their normal job functions during the COVID-19 pandemic.

**Please be informed that the bearer of this letter is an employee of **Company name** and, as such, is a “critical infrastructure industry employee.” He or she is considered exempt from any state or local restrictions such as curfews, shelter-in-place orders and other mobility restrictions when reporting to, returning from, or performing his or her work functions.**

Thank you for doing your part to support us in this essential mission.