

DATE

To: All COMPANY Employees

Please use this letter in case you are questioned or challenged by a governmental authority in the course of work or driving to/from work

WHY AM I ALLOWED TO DRIVE TO/FROM WORK?

WHY IS COMPANY STILL OPEN?

WHY AM I ALLOWED TO PERFORM MY WORK DUTIES?

COMPANY must be open because our (INSERT SPECIFIC BUSINESS OFFERINGS) each industries that are specifically listed as Essential by State & Federal guidelines. COMPANY is in the automotive services business which fundamentally supports the INSERT Industry.

In addition, COMPANY's employees are exempt from a 'Shelter-In-Place' order due to COMPANY's business being identified as Essential by INSERT STATE NAME AND REFERENCE GOVERNOR EXECUTIVE ORDER.

INSERT STATE SPECIFIC LANGUAGE OUTLINING ESSENTIAL BUSINESS AND ANY OTHER PERTINENT REFERENCE TO THE GOVERNING FEDERAL AGENCIES.

Please contact me directly at any time with any questions or for assistance.

INSERT
NAME
TITLE
COMPANY INFORMATION