**[INSERT COMPANY LETTERHEAD OR LOGO]**

[Date]

RE: Employee of an essential business.

To Whom It May Concern,

This letter is on behalf of our employee [employee name]. They are an employee of [company name]. Per Governor Stitt’s Executive Order 2020-07 issued March 25, 2020, our workers have been declared part of the “Essential Critical Infrastructure Workers” as defined by the U.S. Department of Homeland Security and the State of Oklahoma. As such [company name] is permitted to continue operations. [Employee name] is essential in our business. As such, the employee may leave their residence to perform work for our essential business.

If you have any questions or concerns, please contact [business representative name] at [business phone number] for further information on this employee or our business.

Sincerely,

[Representative’s name]

[Company Address]

[City State ZIP]