Subject: Employee Needed for Critical Business

To Whom It May Concern:

The individual presenting this letter to you is a current employee of [insert company name]. Our employees have been instructed to share this letter with you regarding our employee’s exemption from any shelter at home or curfew restrictions.

Pursuant to Governor Newsom’s Executive Order N-33-20, dated March 19, 2020, Californians working in the 16 critical infrastructure sectors defined by the Cybersecurity and Infrastructure Security Agency (CISA) may continue their work. [Insert company name] operates within the food and agriculture sector, which CISA defines as a critical infrastructure sector.

According to federal, state and local orders, [insert company name] is considered an Essential Business and will continue to operate as such during the current crisis. To be specific, [insert company name] falls within the following categories of Essential Businesses that are permitted to remain open:

* Workers, supporting groceries, pharmacies and other retail that sells food and beverage products; and
* Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers.

The individual holding this letter has been identified as an employee who may be required to continue to work at the permitted Essential Business locations and to travel during any imposed curfew hours due to the COVID-19 emergency for the purpose of reporting to or returning home from work.

Please give this individual due consideration during this crisis, as their role at [insert company name] is helping many local businesses stay open so they are able to continue to serve consumers and pay their employees during this incredibly challenging time.

If you have questions concerning the authenticity of this letter, please contact any of our company representatives below.

[insert company representative information]

Thank you for your cooperation.