

Add Company Logo

COMPANY NAME

ADDRESS LINE 1

ADDRESS LINE 2

To Whom It May Concern:

RE: Essential Worker Status – EMPLOYEE NAME, TITLE

This letter documents that EMPLOYEE NAME has been designated as an Essential Worker by the NAME OF EMPLOYER OR COMPANY in accordance with guidance from the Department of Homeland Security (Water and Wastewater Segment) and [the Executive Order of the Governor incorporating the DHS guidance and [identify relevant state categories]].

Normal Work Hours:

Place of Work Address:

Employer Contact: (NAME AND CELL PHONE)

Sincerely,

TITLE OF BUSINESS OWNER OR OPERATOR