Company Name

Company Address

Company Address

Company Phone

3/24/2020

To Whom It May Concern:

This is to confirm that (Employee Name) is an employee of (Company Name). (Company Name) is an “Essential Business or Operation” within the meaning of Governor Holcomb’s COVID-19 Direct for Hoosiers to Stay at Home. Executive Order 20-08 issued on March 23, 2020. As such, (Company Name) is continuing to operate until further notice, and this employee is permitted under the terms of the Executive Order to travel to and from work. If you have any questions, please contact the undersigned at the above number.

Sincerely,

Name

Title