**[ COMPANY LETTERHEAD]**

March 31, 2020

*Re: Work Travel Authorization for Executive Order 2020-21*

To Whom It May Concern:

The Governor’s executive order 2020-21 outlines “Essential Services” to maintain critical infrastructure. Our company provides such essential services and remains open.

This letter provides my permission for this employee to commute to and from our place of business located at:

[Company Address]

Thank you for your understanding. Questions regarding this matter can be directed to:

[Authorized Company Representative Contact Info]

Sincerely,

[Name]

[Company Official Title]