

Draft for your Letterhead

[Date]

RE: Employee of an essential business.

To Whom this May Concern,

This letter is on behalf of our employee [employee name]. They are an employee of [company name]. [Company name] conducts agricultural activity which has been declared part of the “essential infrastructure” by both the federal and state governments, and as such [company name] is permitted to continue operations. Employee is essential in our business of the cultivation and/or processing of agricultural products for consumption by humans and animals, and other related activities. 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 phone number] for further information on this employee or our business.

Sincerely,