**[INSERT COMPANY LETTERHEAD OR LOGO]**

[Date]

RE: Employee of an essential business.

To Whom It May Concern,

This letter is on behalf of our employee [employee name]. They are an employee of [company name]. Per Governor Hogan’s Executive Order issued March 30, 2020, our workers have been declared part of the “Essential Critical Infrastructure Workers” as defined by the U.S. Department of Homeland Security and the State of Maryland under financial services.

As such [company name] is permitted to continue operations and [employee name] is an essential employee. Accordingly, he/she should be allowed to travel between his/her residence and his/her place of employment, and to other locations that are likewise considered critical under the Order, in the performance of his/her job duties.

Please note that [company name] has reduced its staff working on site to the minimal number necessary to ensure that essential operations can continue, and it will continue to comply with all social distancing and hygiene mandates.

If you have any questions or concerns, please contact [business representative name] at [business phone number] for further information on this employee or our business.

Sincerely,

[Representative’s name]

[Company Address]

[City State ZIP]