[Agency Letterhead]

[Date]

This shall serve as office notice that [Employee Name] works at an essential business, as defined in guidance issued to implement Governor [Governor’s Name] Executive Order [Executive Order Number]. [Agency Name] provides essential health care services to vulnerable persons in need. As a provider of critical health care services, it is an essential business that is licensed by the State of [State Name]. [Employee Name] provides essential health care services and is required to come to work to serve people in need.

Sincerely,

[Agency Authority Signature]