

Print on Company Letterhead

Necessary Worker Designation For Sign Installation

Date

To whom it may concern:

“_(Individual)_ is an employee of the _(Name)_ Company and is exempt under the provisions of Executive Order _____.

(Individual) has been designated by the _(Name)_ Company as a worker who is necessary to “conduct minimum basic operations” of the _(Name)_ Company pursuant to Executive Order _____, effective on _(Date)_.

The _(Name)_ Company “provides services that are necessary to maintain the essential operation of the buildings and facilities of essential businesses such as _(Essential Business)_. _(Name)_ Company is under contract to provide licensed electrical service and sign installation to _(Essential Business)_ locations in _(State)_. _(Individual)_ is necessary to allow _(Name)_ Company to provide electrical service and installation of signs for this essential business.

On behalf of all those who are relying on the _(Name)_ Company and its employees during these unprecedented times, I respectfully request that you allow _(Individual)_ to travel to and from the _(Name)_ Company and _(Essential Business)_ locations so that essential businesses functions may proceed.

Thank you in advance for your cooperation and understanding.

Sincerely,

Name

Title

Company

Email

Phone

This resource does not constitute legal advice. Companies should consult with their own legal counsel before determining how best to operate their business pursuant to federal, state and local orders affecting businesses.