**Put on Company Letterhead**

RE: Essential Industry Employee Authorization to Work

To: Whom It May Concern:

Per Executive Orders 7H and 7J of Connecticut Governor the Honorable Ned Lamont, **employee name** is deemed essential and able to report to work for their specific jobs.

This Authorization indicates that **employee’s first and last name** is considered essential operations for **full name of company**. Please allow this employee travel for all essential business operations of **full name of company** or any of its affiliates or subsidiaries. As an authorized employee, **employee’s first and last name** will be able to produce a valid driver’s license.

* This letter is valid from March 1, 2020 through July 1, 2020.

Thank you for your cooperation. For validation purposes, please contact **name of employee’s supervisor or 24-hour contact** at **phone number of employee’s supervisor or 24 hour contact**.