[SAMPLE LETTER TEMPLATE FOR FOOD/AGRICULTURE EMPLOYEE PLACE ON A COMPANY LETTERHEAD]

Critical Industry Employee Authorization to Travel

*Regardless of the Time of Day*

[ISSUE DATE]

To Whom It May Concern:

PLEASE TAKE NOTICE that pursuant to the directive provided by the State of [FILL IN STATE ORDER WHERE EMPLOYEE IS LOCATED] in [CITATION TO APPLICABLE SECTION OF STATE ORDER WHERE EMPLOYEE IS LOCATED], which references types of businesses identified in the Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response, provided by the Cybersecurity and Infrastructure Security Agency of the U.S. Department of Homeland Security (“*CISA*”), [COMPANY] is classified as a [“critical infrastructure service provider” OR “Essential Business”] in that it is engaged in the food & agriculture industry and is part of the pork supply chain both inside and outside [STATE].

PLEASE TAKE FURTHER NOTICE that as a provider of “critical infrastructure services,” [COMPANY]’s workforce is required to maintain a normal work schedule to assure the continuity of [COMPANY]’s services to both its public and private customers in [STATE] and across the country. As such, the bearer of this letter, [EMPLOYEE], as an employee of [COMPANY] with proper photo identification from [COMPANY], is considered an “essential worker” under the [STATE ORDER] and should be allowed to continue to operate in his/her normal work schedule pursuant to an exemption under the [STATE ORDER].

Should you have any questions concerning their letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XX-XXXX].

Certified by,

[Manager signature]

[MANAGER NAME]