

3 West Garden Street Suite 618 Pensacola, FL
P.O. Box 1992 Pensacola, FL 32591
850.898.2201



To whom it may concern:

This letter is to verify that **(employee name)** is employed by **(business name)** at **(business address)**, which is an essential business or a supplier of an essential business (for example: manufacturing/production).

(Business name) provides **(business operations)**/essential services to maintain the stability of the economy. As such, this employee is exempt from mobility restrictions as required when reporting to or returning from work at **(business name)** while performing **his or her** job duties, as well as duties necessary to supplier, vendor or third-party that provides essential support for the operation of our facility.

As the health, safety and welfare of all **(business name)** employees are of utmost importance to us. We continue to encourage everyone to take preventative measures following the CDC guidelines to continue to wash your hands, use hand sanitizer, wipe down work surfaces and maintain social distancing as possible.

Please direct any questions to: **(contact name)** at **[contact information]**

Sincerely,

(company official)
(company name)