

Place Logo Here

April 6, 2020

Dear Law Enforcement Agency,

The employee identified below is employed by **{Company Name}**, which provides [describe services] and is continuing operations at {address} during the COVID-19 Stay at Home order issued by Governor Kay Ivey effective April 4, 2020, because of our designation as an **essential business under Section 2** and the federal Cybersecurity Infrastructure Security Agency (CISA) guidance dated March 19, 2020.

### Employee Name

**{Company Name}** is will comply with all requirements as listed in the local, state, and federal requirements and is committed to implement CDC and state issued mandates and recommendations to keep our employees and the community at large safe while continuing to provide essential functions to the community. This employee generally works a schedule of **{work schedule days of week and hours}** and this letter does not apply to time outside of normal working hours. If you have any questions, please contact me at 222-222-2222.

Sincerely,

Your Name

Title

5432 Any Street West  
Townsville, State 54321 USA  
(543) 543-5432 (800) 543-5432  
(543) 543-5433 fax  
[www.yourwebsitehere.com](http://www.yourwebsitehere.com)

April 6, 2020

Dear Law Enforcement Agency,

The employee identified below is employed by **Morale Resource**, which provides professional human resources and is continuing operations at 82 Plantation Pointe Fairhope, AL 36532 during the COVID-19 Stay at Home order issued by Governor Kay Ivey effective April 4, 2020, because of our designation as an **essential business under Section 2** and the federal Cybersecurity Infrastructure Security Agency (CISA) guidance dated March 19, 2020.

### **Gia Wiggins**

**Morale Resource** is will comply with all requirements as listed in the local, state, and federal requirements and is committed to implement CDC and state issued mandates to keep our employees and the community at large safe while continuing to provide essential functions to the community. This employee generally works a schedule of **8am – 5pm Monday - Friday** and this letter does not apply to time outside of normal working hours. If you have any questions, please contact me at 251-300-9690.

Sincerely,

Gia Wiggins

President

5432 Any Street West  
Townsville, State 54321 USA  
(543) 543-5432 (800) 543-5432  
(543) 543-5433 fax  
[www.yourwebsitehere.com](http://www.yourwebsitehere.com)