

Place Logo Here

April 6, 2020

Dear Law Enforcement Agency,

The employee identified below is employed by **{Company Name}** and is actively performing work deemed “essential businesses and operations” as defined in section e paragraph 2 of the COVID-19 Stay at Home order issued by Governor Kay Ivey effective April 4, 2020

to perform essential work-related activities to maintain the value of a business, establishment, corporation or other organization, such as managing inventory, ensuring security, and processing payroll and employee benefits.

Employee Name

The employee will be performing work at {address}. {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

April 6, 2020

Dear Law Enforcement Agency,

The employee identified below is employed by **Morale Resource** and is actively performing work deemed “essential businesses and operations” as defined in section e paragraph 2 of the COVID-19 Stay at Home order issued by Governor Kay Ivey effective April 4, 2020

to perform essential work-related activities to maintain the value of a business, establishment, corporation or other organization, such as managing inventory, ensuring security, and processing payroll and employee benefits

Gia Wiggins

The employee will be performing work **at 82 Plantation Pointe, Fairhope, AL 36532. 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

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