

(DATE ISSUED)

Subject: Travel Access for Critical Work

To Whom it May Concern:

This confirms that the bearer of this memorandum is an employee of **(COMPANY NAME)**.

Our firm is in a sector will continue operations as “Essential Critical Infrastructure Workers” as defined on the list composed by the State Public Health Officer. As a **(TRADE CLASSIFICATION)** company, our employees perform **(describe type of work)** on construction sites and construction projects.

Name of Employee: **(Insert employee name)**

Jobsite Name and Location: _____.

We appreciate your assistance in allowing this individual travel to and from their work destination.

If you have any questions regarding this memorandum, please contact the Human Resources Department.

Thank you for your assistance with our effort to continue our essential services safely and efficiently.