{Insert Company Logo}

**Employee Name:**

**Employer:**

**Work Address:**

**Employer Contact:**

**Issue Date:**

The above-named individual is an employee of the employer identified above and deemed “essential” per the Ohio Director of Health’s Stay at Home Order issued March 23, 2020.

This business {INSERT DESCRIPTION OF WORK BEING DONE THAT FALLS UNDER OHIO’S ESSENTIAL WORK ORDER}.

The individual presenting this letter performs duties that are considered critical to essential to our business’s work. All employees of {INSERT COMPANY} have been instructed to practice social distancing, and necessary precautions are being taken within the workplace to prevent the spread of COVID-19.

Please allow this employee to travel to and from work.

If you have questions or concerns, please do not hesitate to contact me at the phone number listed above.

Sincerely,

{Insert Business Leader’s Name}