#

***Essential Employee / Washington State Business Re-Entry***

March 23, 2020

To whom it may concern:

This letter, along with current identification, identifies **[Insert Employee Name]** as an essential employee who is required to travel during any such curfew imposed during the Covid-19 crisis. In the position as **[Insert Employee Position]**, **[Employee Name]** is responsible for **[insert essential job functions] [example: facilitating essential services, advancing critical infrastructure projects]** and carrying out vital construction activities in the wake of the Covid-19 outbreak.

As per the Department of Homeland Security, Cyber and Infrastructure Program, the work performed by **[Company Name]** qualifies under one of the 16 Critical Infrastructure Sectors as defined by the Department of Homeland Security, specifically the Commercial Infrastructure Sector.

**[Optional: Insert any further information about the specific project, job or special permission by owner or, government entity or GC]**

Regards-

**[Supervisor Name]**

**[Supervisor Position]**

**[Supervisor Company]**

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A Chapter of the Sheet Metal and Air Conditioning Contractors’ National Association