

PRINT ON LETTERHEAD

Date Issued: XX

**Critical Infrastructure Designation**

Company Name

Essential Employee Name: X

To Whom It May Concern:

The [State, County, or City] of [Insert State, County or City] has directed that individuals shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential services and work for essential business and government services.

The bearer of this letter is performing an essential activity which qualifies under the State's Exemption as an essential worker within the food and agricultural sector and thus providing a basis for exemption from the shelter in place requirement and supporting critical federal infrastructure sectors as defined by the Department of Homeland Security Cybersecurity & Infrastructure Security Agency via a Memorandum titled "[Identification of Essential Critical Infrastructure Workers During COVID-19 Response](#)" that was issued on March 19, 2020:

This individual is an employee of [Company Name].

[Company Name] is a [rancher, farmer, or veterinarian] operation that [list type of work on operation]. Our facilities are currently operating [list operating hours].

The operations of [Company Name] have been designated as essential critical infrastructure within the food and agriculture sector during the COVID-19 response. Employees of critical infrastructure within the food and agriculture sector are **essential to continued critical infrastructure viability**.

This employee's travel to/from work is authorized under [reference to state, county, or city shelter in place order]. **This employee's presence at work is essential to the ongoing operations of this Critical Infrastructure Facility.**

Therefore, upon direction of the operations management team at [Company Name], this employee is continuing their work schedule.

For employment verification, please call the following number: [facility phone number]

Failure to provide the services outlined above could jeopardize United States agriculture, food safety, and food production and supply and adversely affect the health, welfare and safety of the public.

Sincerely,

**Facility Manager Name**

Facility Address:

Phone:

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_