[Date]

**For use exclusively by**:

[Employee name]

[Job title]

[Company Name]

[Address where Employee works]

[Industry]

Please Take Note:

The bearer of this letter, named above and having provided appropriate photo identification, is an essential employee, whose work is explicitly permitted by the Mecklenburg County Revised Proclamation, effective March 26, 2020 in accordance with the 2020 Joint Proclamation of a State of Emergency issued by Gov. Roy Cooper.

This employee’s travel to and from the work address above and in the performance of essential business functions does not violate any local, state, or federal ordinance, and must be permitted by law. Such travel and performance of business functions [will generally occur during the days and times provided at the end of this letter.] [does not follow a predictable schedule.]

Please do not hesitate to contact me at any time should you need further verification of this Employee’s authorization or have questions regarding the same.

Sincerely,

[Manager Name]

[Manager title]

[Company Name]

[Manager contact information, including phone and email]

**[Weekdays** - Travel to and from the Essential Business located at the address above, no earlier than [beginning of earliest shift - 1 hour] no later than [end of latest shift + 1 hour]

**Weekends** - No travel is expected to occur on weekends**]**

[

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mondays | Tuesdays | Wednesdays | Thursdays | Fridays | Saturdays | Sundays |
|  |  |  |  |  |  |  |

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