Print on Letterhead

Date

This letter serves to confirm that insert employee’s name is an employee of insert site. This employee is one of a small group of employees designated to perform essential duties for the parish/school/etc., that are vital to the maintenance of “minimum basic operations” at this workplace. This employee has been further instructed that during any periods on site, he/she is to at all times comply with appropriate social distancing guidelines.

If you require additional confirmation of employment information, please contact:

Insert Supervisor Name

Insert Supervisor Phone Number

Thank you for your understanding cooperation as we all attempt to deal with this unprecedented public emergency.

Signature of Supervisor

Insert Supervisor Name

Insert Supervisor Title

Insert Site Name