

**{ Company Letterhead }**

**To whom it may concern,**

**The bearer of this letter is an employee of [Business Name], located at [Address]. According to the Interpretive Guidance in Executive Order of the Governor of the State of Maryland, Number 20-03-23-01, dated March 23, 2020, [ type of business ] have been determined to be essential. (Ref paragraph 2(h)viii). As such, the bearer is granted permission to travel to and from work.**

**We have ensured that the in-office essential staff is working according to the CDC's recommendations for social distancing and environmental cleaning and disinfection.**

**{President, CEO, or other signature}**