

[COMPANY LOGO]

Certification Letter For Workforce Travel – Michigan

TO: AUTHORITIES ENFORCING COVID-19 PUBLIC ORDER(S)

FROM: [AUTHORIZED COMPANY REPRESENTATIVE]

RE: COVID-19 (CORONAVIRUS) TRAVEL RESTRICTIONS

DATE: [DATE], 2020

Dear Sir/Madam:

Please be advised that [EMPLOYER] operates a facility in the city of _____, State of Michigan that employs [“critical infrastructure workers”] or [“workers necessary to conduct minimum basic operations”] under the Order of the Governor of Michigan regarding the closure of certain businesses issued on March 24, 2020. Our facility is located at [ADDRESS]. [EMPLOYER] is engaged in [DESCRIBE _____ BUSINESS].

This Certification Letter is to attest to the fact that the individual to whom it has been issued is an active employee of [EMPLOYER], has been classified as a [“critical infrastructure worker”] or [a worker “necessary to conduct minimum basic operations”] and needs to travel to and from our facility as part of his or her employment duties. [EMPLOYER] also issues to all employees an identification badge that our employee can present in conjunction with this Certification Letter to verify that the individual is our employee.

On behalf of [EMPLOYER], please accept our gratitude for your service during these difficult times. If you have any question about this information, you may contact me.

[NAME]

[TITLE]

[EMPLOYER]

[ADDRESS]

[PHONE]