

Under state guidance, critical sector employees are not required to have travel certification. However, if you prefer that your employees have documentation, you may use this form.

[COMPANY LOGO]

Certification Letter for Workforce Travel – Minnesota

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 COMPANY NAME] operates a facility in the city of [CITY], Minnesota that has been classified to be a business in the “Critical Sectors” under the Stay-At-Home Order of the Governor of Minnesota issued on March 25, 2020, regarding exemptions for certain businesses.

According to the Stay-At-Home Order and the referenced Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), [EMPLOYER] is in the critical sector engaged in [DESCRIBE ESSENTIAL BUSINESS]. Our facility is located at [ENTER COMPLETE ADDRESS].

This Certification Letter is to attest to the fact that the individual to whom it has been issued is an active employee of [EMPLOYER] 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]