

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 – Illinois

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], Illinois that has been classified as one of the “Essential Businesses and Operations” under the Order of the Governor of Illinois regarding the closure of certain businesses issued on March 20, 2020. Our facility is located at [ENTER COMPLETE ADDRESS]. [EMPLOYER] is engaged in [DESCRIBE ESSENTIAL 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] 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, which 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]