

Date Issued: XX

Critical Infrastructure Designation

Company Name

Essential Employee Name: X

To Whom It May Concern:

The bearer of this letter is an essential worker within the food and agricultural sector and is exempt from any restrictions placed on work or travel during the COVID-19 emergency. This individual is an employee of [Company Name].

[Company Name] is a rancher-owned operation that [list operations]. Our facilities are currently operating [list operating hours].

The operations of [Company Name] have been designated as essential critical infrastructure within the food and agriculture sector during the COVID-19 response. Employees of critical infrastructure within the food and agriculture sector are **essential to continued critical infrastructure viability**.

This employee's travel to/from work is authorized under [reference to state shelter in place order]. **This employee's presence at work is essential to the ongoing operations of this Critical Infrastructure Facility.**

Therefore, upon direction of the operations management team at [Company Name], this employee is continuing their work schedule.

For employment verification, please call the following number: [facility phone number]

Sincerely,

Facility Manager Name

Facility Address:

Phone:

Employee Signature: _____

Date: _____