

On company Letterhead

March 24, 2020

To Whom It May Concern:

Please be advised that _____ (“Employee”)
has been deemed to be an essential employee to the ongoing on-site operations of
_____ (“Company Name”)

Pursuant to Section 10 and Section 13(n) of Emergency Order #12: Safer at Home Order (the "Order") issued by Governor Evers on March 24, our company is an Essential Business. The Employee's job responsibilities can only be completed onsite. Therefore, this Employee's travel to and from our office and construction sites is an "Essential Activity" for which they are permitted to leave their residence pursuant to Section 11(d) of the Order.

Should you have any questions, I can be reached at or office _____ or my cell phone at

Sincerely,

Contractor Name
Title