**Letter of Access for Essential Personnel**

DATE: 3/23/2020

SUBJECT: **LETTER OF ACCESS**

To Whom It May Concern:

This Letter of Access indicates that <employee’s first and last name> is considered essential to perform operations as part of the disaster/pandemic response for Company Name. Please allow this employee lawful travel and entry into our facility.

Company has taken the necessary steps and precautions to guard our employees’ health and safety.

As an essential employee, <employee’s first and last name> will be able to produce a valid driver’s license and a Company access card. Authorized employees are also allowed to remove and/or secure any items which could pose a potential financial loss to the corporation.

This letter is valid from XXXX through XXXX May 31, 2020

For validation purposes, please contact: XXXXXXXXX

Sincerely,