

**LEASE NOTE: This form is a template only and must be completed using the specific information required by your jurisdiction. No attempt was made to ensure that this form includes all information required in all jurisdictions. Failure to include required information may result in civil or criminal liability, including fines. This form should only be used in compliance with your jurisdiction's closure order(s), and only if your jurisdiction includes automotive service parts as a business that can continue to offer essential services during the closure period. The Automotive Distribution Network provides this form "as is" with no warranties of any nature and accepts no liability for its use.**

**COVID-19 Essential Employee Authorization Letter**

**<Remove from your final copy>**

Header: <INSERT COMPANY LOGO>

March 26, 2020

**<INSERT JOB TITLE> WORK & TRAVEL CERTIFICATE**

To Whom It May Concern,

I hereby certify that the person possessing this certificate, **<INSERT EMPLOYEE FIRST & LAST NAME>**, is a **<INSERT EMPLOYEE JOB TITLE>** for **<INSERT COMPANY NAME>** and has been deemed an essential employee.

In accordance with the **<INSERT STATE>**Department of Health Director's "Stay at Home Order", **<INSERT COMPANY NAME>** and its operations fall under the Essential Business Operations as described and defined in the Stay at Home Order. More specifically, **<INSERT COMPANY NAME>** provides critical services to provide essential parts to auto service facilities that maintain and repair vehicles. **<INSERT COMPANY NAME>** website provides more details about our services.

For the reasons above and in the Stay at Home Order, this employee is authorized by **<INSERT COMPANY NAME>** to travel to the company's facility.

If you have any questions regarding this matter or need independent confirmation of the facts outlined above, feel free to contact me directly.

Sincerely,

**<INSERT SIGNATURE>**

**<INSERT FIRST & LAST NAME>**

**<INSERT TITLE>**

**<INSERT OFFICE PHONE NUMBER>**

**<INSERT CELL PHONE NUMBER>**

**<INSERT COMPANY ADDRESS, PHONE, AND WEBSITE INFORMATION>**