[Company Letterhead]

March 25, 2020

**CONFIRMATION OF ESSENTIAL BUSINESS**

To Whom It May Concern:

This is to confirm that [Employee Name] is an employee of [Company Name]. [Company Name] is an "Essential Business and Operation" within the meaning of Governor Evers’ and the Wisconsin Department of Health Services’ EMERGENCY ORDER #12, SAFER AT HOME ORDER issued on March 24, 2020 (Executive Order). As such, [Company Name] is continuing to operate until further notice, and this employee is permitted under the terms of the Executive Order to travel to and from work and to engage in work on behalf of [Company Name]. If you have questions, please contact the undersigned.

Sincerely,

Name/Title