

CORONAVIRUS (COVID-19)

SAMPLE AUTHORIZATION TO TRAVEL

To whom it may concern:

[Employee name] is employed by [Company name], which is an essential business [or supplier of an essential business] as defined by [insert state-specific information such as the Executive Order number]. As such, this employee is exempt from mobility restrictions when reporting to or returning from work or while performing his or her job duties.

Please direct any questions to [name] at [contact information].

Sincerely,