

SAMPLE LETTER FOR ESSENTIAL STAFF – Parish/School Letterhead

Date

To Whom It May Concern:

This letter serves as documentation that the individual holder of this letter is an essential employee of [Name of parish/school], located at [Address]. The [parish/school] has reduced its operations at that address to only the most essential level to maintain continuity of operations, as directed by Governor Hogan’s Executive Order dated 3/30/2020. The employee who has received a copy of this letter is an essential staff member who will be allowed access to the facility, and only for a limited time. The employee is engaged in ensuring minimal operations at the [parish/school] by performing duties including, but not limited to the following: facility operations, payment processing, making of deposits, processing mail and completing payroll.

Should you have any questions, please feel free to contact me at