

[Date]

Subject: Interview Candidate: Essential Clinical Staff/Direct Support Professional

To Whom It May Concern,

\_\_\_\_\_ is reporting to an interview for a position as a(n)  
\_\_\_\_\_ of \_\_\_\_\_. This role is responsible for providing **essential care and support** to patients and clients in home settings.

We provide regular COVID-19 updates including municipal, state and national recommendations, directives, orders, and mandates. Our staff are knowledgeable of all infection control and social distancing guidelines related to the COVID-19 Pandemic.

If there are any questions or concerns, please do not hesitate to contact our office at  
\_\_\_\_\_.

Sincerely,

[Executive Director]

[title]