

[Date]

Subject: Essential Workforce

To Whom It May Concern,

\_\_\_\_\_ is employed as a(n) \_\_\_\_\_ of \_\_\_\_\_  
and is responsible for providing **essential support** to job seekers.

Our staff will be commuting to and from our offices to provide support for community members seeking employment.

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]