Insert Your Logo Here

1 Main Street

Your Town, CT 06000

Office: (860) 555-5555

Email: Joepetrol@abcoil/c-store.com

Joe Owner

President

To Whom It May Concern:

The person to whom this letter was issued is a ABC Oil/c-store employee. ABC Oil/c-store owns and operates an essential business as defined by the US Department of Homeland Security Guidance on the Essential Critical Infrastructure. This DHS document is legally binding guidance about which businesses are essential (see attached) therefore authorizing their employees to work during the emergency. The intent of the guidance is to eliminate or minimize discrepancies in defining “essential workers” among state and local authorities so as to maintain operation of key industry sectors of the United States. The guidance document identifies propane employees under the sectors for Energy as well as Transportation and Logistics.

Please do not restrict or detain ABC Oil/c-store employees who are traveling to and from work during the COVID-19 emergency. Their presence is required at ABC/Oil/c-store to ensure that New England residents, businesses, hospitals, municipalities and other essential services including have access to fuel during this crisis.

Respectfully,

Joe Owner, Title

Issued to:

(Include List of Essential Worker Employee Names for your business.)

**Essential Personnel Designation Letter**