**\*\*Template For Reporting To Work as an Essential Employee \*\***

**\*\*Please Tailor as Needed and Distribute on Organization Letterhead\*\***

TO: To Whom It May Concern

DATE: [Insert Date]

RE: Identification of Essential Staff Member Working at Elder Care Organization

This confirms that I am an employee of [Insert organization name], an organization that cares for elders. By virtue of presenting my organization’s ID badge and the signature below, I have been identified by the organization’s [insert chief executive name and title] as an essential staff member and I am required to report to work.

Thank you.

[Insert signature image or leave space for chief executive’s handwritten signature]

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[Insert name and title of chief executive]

[Insert name of organization]

[Insert organization phone number]