Date

To Whom It May Concern:

Our employee works for {COMPANY}. As a {JOB TITLE} and supporter of the critical supply chain infrastructure, {COMPANY} an essential business. For this reason, we will continue our normal business operations while closely following the guidelines set forth by the CDC and Ohio Department of Health. Our employees are an important contributor to the continuation of our business and is exempt from the Stay at Home order issued by Governor DeWine on March 22, 2020.

If you have any questions, please contact me {COMPANY PHONE}

Best regards,

COMPANY REPRESENTATIVE NAME

TITLE