**ABC Mfg, Inc**

**TRAVEL AUTHORIZATION LETTER**

**LAW ENFORCEMENT OFFICIAL:** ABC Mfg, Inc. is aware local authorities ordered all non-essential businesses to close. The bearer of this letter, a valued employee of ABC Mfg, is providing essential services.

**Employee Name:**

**Employee Title:**

**Date Initiated:**

ABC Mfg, Inc. operations are exempt from closure and travel restrictions because ABC Mfg, Inc. is considered an “Essential Business” and is identified as “refer to the [**CISA LIST**](https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf) and insert wording specific to your operations”

The safety of our people, our customers and our communities in which we operate are our top priorities. ABC Mfg., Inc continues to closely monitor the latest COVID-19 updates and is taking all appropriate actions.

Validation of this person’s status as an ABC Mfg, Inc. employee may be made by contacting our Corporate Office at 123-456-7890 and ask to speak with Human Resources.

**Signature:**

**Title:**