\*\*\*DATE\*\*\*

**To Whom It May Concern**:

This notice is to inform you that Employee Name is an employee of Your Company Name Here, a business entity located in Name of Your County that provides agribusiness products and services.

Your Company Name Here provides essential services to an **essential industry** (agriculture), as defined by the Your County Emergency Public Health Order (stay-at-home order), effective Date of Order.

Your Company Name Here qualifies for the “essential business” exemption to the Emergency Public Health Order for the following reasons:

1. It serves a *Critical Infrastructure Sector in Food and Agriculture*, as defined by the U.S. Department of Homeland Security.
2. It is an *essential business*, as defined by the *Kansas Essential Function Framework* in [Governor Laura Kelly's Executive Order 20-15.](https://governor.kansas.gov/wp-content/uploads/2020/03/EO-20-15-Executed.pdf)
3. It is an *essential business* under the language of the \_\_\_\_\_\_\_\_\_\_\_\_\_ County Public Health Order.”

**The above-named employee performs an essential activity for** Your Company Name Here**. As such, the employee may lawfully travel and perform work for** Your Company Name Here **during the pandemic. This authorization shall remain in effect while the employee is employed with us, or until otherwise revoked.**

Please contact me at the phone number below for further information on this employee, Your Company Name, or the essential business designation.

Your Name

Title

Company Name

Phone Number