



Certification Letter for Workforce Travel – Colorado

TO: AUTHORITIES ENFORCING COVID-19 PUBLIC ORDER(S)
FROM: [COMPANY OFFICIAL], [TITLE] OF [ENTITY]
RE: COVID-19 (CORONAVIRUS) TRAVEL RESTRICTIONS DATE
[DATE]

Dear Sir/Madam:

Please be advised that [COMPANY] operates a business in the State of Colorado that has been classified as one of the “Essential Businesses and Operations” under Governor Polis' Executive Order D2020-017 (as amended) exempting certain critical services from the stay-at-home Order. This Certification Letter is issued to [EMPLOYEE] who works at our facility located at [ADDRESS OF FACILITY]. [COMPANY] is engaged [DESCRIBE EXEMPT BUSINESS ACTIVITY] at this location.

This Certification Letter is to attest to the fact that the individual to whom it has been issued is an active employee of [COMPANY] and needs to travel to and from our facility as part of his or her employment duties. [COMPANY] also issues to all employees an identification badge, which our employee can present in conjunction with this Certification Letter to verify that the individual is our employee.

On behalf of [COMPANY], please accept our gratitude for your service during these difficult times. If you have any question about this information, you may contact me.

[COMPANY OFFICIAL]
[TITLE]
[COMPANY]
[ADDRESS]
[PHONE]
