

To Whom It May Concern:

The XXX Company is a retailer in (state) with more than XX stores and XXX associates across the state. Our associates, including those who work in our stores, manufacturing plants, distribution centers, central fill centers, call centers and offices, are helping to ensure grocery, pharmacy and other life-sustaining products are available to the public and are thereby providing a vital service to Americans in this time of need.

The President's Coronavirus Guidance published on March 16, 2020 instructs employees of Critical Infrastructure Industries, such as the food and agriculture sector, to maintain normal work patterns during the global coronavirus outbreak.

This employee, therefore, is carrying out a duty within a sector that has been designated as critical infrastructure, the continued operation of which is vital for security, national economic security, national public health, and safety. Considering the President's Coronavirus Guidance, please allow our associate to proceed in the federal interests of protecting the nation's food and drug supply chain. Sincerely,