INSERT DEPARTMENT/OFFICE LETTERHEAD

March 26, 2020

To Whom it May Concern:

The following employee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been designated by the undersigned as someone who is working on essential functions for Arapahoe County that are critical to maintaining the continuity of government and/or the health, safety and welfare of County residents.

Such employee is, therefore, exempt from the restrictions of any applicable shelter-in-place or stay-at-home order for purposes of work activities including commuting to and from work.  If you have any questions or require additional information, please contact the undersigned.

ARAPAHOE COUNTY DEPARTMENT/OFFICE NAME

Signature

Printed Name

Title

Phone number