**[Insert Company Logo]**

Re: Essential Employee Travel Authorization Letter

To Whom it May Concern,

The bearer of this letter [name of employee], is an employee who is responsible for a critical function at [Company Name, Address]

[Company Name] is a [mention details of the business] and has been deemed as an essential business based on the definition provided by the Ontario Regulation 82/20*: Rules for areas in stage 1.*

**They are permitted to:**

* Travel to and from work
* Travel on the [company/organization's name]’s business

We appreciate your support in allowing our colleagues to travel during these critical times, in order to continue providing essential services to the community.

Sincerely,

[Employers Signature and Title]

If you have questions about this person’s affiliation with [Company Name], please contact [Name, Title] at [contact details: email and contact number]