Dear Valued Associate,

As we work as a nation to combat the COVID-19 virus, Company Name is asking you continue to work. Our industry is listed as part of the country’s “Essential Critical Infrastructure Workforce.”

The work we do, products we provide, and the infrastructure support your efforts make will help the nation ensure continuity of functions that are critical to safety, public health and wellbeing, and economic and national security.

The federal government has developed a list of businesses, governmental and private organizations, and industries considered essential to maintain the safety of the public and the nation’s economy. That list includes employees such as yourself.

Company Name will continue to provide goods, services and infrastructure support during the COVID-19 crisis. We’re counting on your help to do so.

As we ask our employees to continue to work, Company Name understands this may be problematic for some staff members. Children may be home due to school closures, and family members may need care.

If you cannot report for work due to the COVID-19 crisis, please contact Individual Name at email address and/or phone numberto discuss your situation and potential alternatives.

We will work as safely as possible under these conditions and welcome your suggestions and support to do so. Thank you for your continued commitment to Company Name.

Sincerely,