

***NOTE: This letter is an example for the State of Indiana. Also, please note that this sample letter refers to the individual as an "Employee." In some cases, your individual may be a Contractor, or have another status, rather than an Employee.***

Employee Authorization to Travel Letter

To Whom It May Concern:

This is to certify that (Name) must travel to and from work and engage in his work activities, regardless of time of day, as an employee in a sector that has been deemed by the State of Indiana as Essential Business.

The building/construction industry has been designated a "Critical Trade" under the State of Indiana, Governor Eric Holcomb's Directive for Hoosiers to Stay at Home item 14-j (Critical Trades).

As such, (Name) therefore deemed a "critical trade employee" of the building/construction industry and is considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his work-related duties.

Kindly allow (name) to travel to and from work and engage in his work activities regardless of the time of day to allow for the continued and uninterrupted operation of building/construction services.

If you have any questions concerning this letter, please contact ...(your HR or office manager)....

(by your HR or office manager)

##