

Please use this verbiage on your letterhead:

Pursuant to Michigan Executive Order filed on March 23, 2020, and in response to COVID-19 the following listed individual is an employee of (NAME OF COMPANY), and is considered an essential worker under this executive order.

EMPLOYEE NAME: (NAME OF EMPLOYEE)

Please note our standard business hours are from (TIMES OF NORMAL BUSINESS OPERATION) however, arrival and departure times may fluctuate due to demands within the scope of the trades our company performs.

For employment verification purposes, please contact (NAME, PHONE, EMAIL)

SINCERELY,
(NAME OF COMPANY OWNER)