**SUBJECT: EMPLOYMENT CONFIRMATION – CRITICAL (ESSENTIAL) SERVICES PERSONNEL**

To whom it may concern:

Following the government of Canada measures that have been put in place for COVID-19, as well as those of the municipal and provincial legislatures, this letter confirms that (EMPLOYEE NAME) is employed by (NAME and address OF DEPARTMENT) in a critical service capacity. It is imperative that (NAME) has the freedom of movement both within and across provinces and territories and access to essential infrastructure, including such things as office space [and child care].

Should you require additional information, do not hesitate to contact (CHIEFS OF LR AND PHONE NUMBER).

We thank you for your collaboration in these uncertain times.

NAME OF MANAGER

TITLE