

SAMPLE LETTER TEMPLATE FOR **FOOD/AGRICULTURE EMPLOYEE**  
PLACE ON COMPANY LETTERHEAD

## Critical Industry Employee Authorization to Travel Regardless of the Time of Day

To Whom It May Concern:

The individual in possession of this letter works in the Food and Agriculture industry and must travel to and from work and engage in his or her work activities regardless of the time of day as an employee in a sector that has been deemed by the U.S. Government as critical to the infrastructure of the United States. The Food and Agriculture industry is essential for the continued function of the economy in this time of crisis. It is essential to the nation's food supply that this individual be permitted to proceed to or from his or her job or to otherwise perform his or her job function.

The Food and Agriculture industry has been designated a "Critical Infrastructure Segment" under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency. Furthermore, in a March 16, 2020 guidance, the President of the United States instructed employees of Critical Infrastructure Industries, including the food and agriculture sector, to continue to perform their normal job functions during the coronavirus pandemic. The [President's Coronavirus Guidelines for America](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf) (Mar. 16, 2020) (available at [https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)).

The continued operation of the Food and Agriculture industry is vital to the health and wellness of the American people during this emergency.

As such, the individual in possession of this letter is a "critical infrastructure industry employee" of the Food and Agriculture industry and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions. We ask that you allow this individual to continue with his or her job in the interest of protecting public health and security.

Should you have any questions concerning this letter, please contact [NAME], [TITLE], [COMPANY] at [XXX-XXX-XXXX].

Certified by,

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[NAME]