\*\*\*DATE\*\*\*

**To Whom It May Concern**:

This notice is to inform you that Employee Name is an employee of Your Company Name Here, a business entity located in Name of Your County that provides agribusiness products and services.

Your Company Name Here qualifies for the “essential business” exemption to Governor Laura Kelly’s Statewide “Stay Home” Order (Executive Order N. 20-16, extended by [Executive Order N. 20-24](https://governor.kansas.gov/wp-content/uploads/2020/04/EO-20-24-Executed.pdf)) for the following reasons:

1. It serves a *Critical Infrastructure Sector in Food and Agriculture*, as defined by the U.S. Department of Homeland Security.
2. It is an *essential business*, as defined by the *Kansas Essential Function Framework* in Governor Laura Kelly's Executive Order 20-16, extended by [Executive Order 20-24](https://governor.kansas.gov/wp-content/uploads/2020/04/EO-20-24-Executed.pdf).

**The above-named employee performs an essential activity for** Your Company Name Here**. As such, the employee may lawfully travel and perform work for** Your Company Name Here **during the pandemic. This authorization shall remain in effect while the employee is employed with us, or until otherwise revoked.**

Please contact me at the phone number below for further information on this employee, Your Company Name, or the essential business designation.

Your Name

Title

Company Name

Phone Number