**AGENCY LETTERHEAD**

The **[PROVIDER AGENCY]** confirms that [**NAME OF EMPLOYEE]** is an employee of the **[PROVIDER AGENCY]** and provides essential services for maintaining critical government operations during the States of Emergency declared by the Governor of the State of New York and the Mayor of the City of New York with regard to COVID-19.

Employees of [PROVIDER AGENCY] have been determined to be essential employees providing such services. Kindly permit free movement and access to locations within the City of New York so that NYC] can maintain essential governmental functions.

For NJ residents: The bearer of this letter is required to travel to/from New Jersey and New York City at all hours of the day, including between the hours of 8:00 pm and 5:00 am.  Kindly permit free movement to/from New York City so that [PROVIDER AGENCY] and NYC can maintain essential governmental functions.

For verification, the employee can present an agency Identification Card.  You may also call ###-###-#### with any questions or further verification.