
ESSENTIAL BUSINESS TRAVEL
VOUCHER SAMPLE

Optometry has been designated as ESSENTIAL BUSINESSES OR CRITICAL INFRASTRUCTURE within the meaning of shelter in place orders.

[Disclaimer: Businesses should consult the relevant guidelines to determine whether they are an essential business.]

[Date]

[Employee name and address]

To whom it may concern:

The employee identified above is employed by **[name of business]**, which **[describe services your business provides]** and is continuing operations at **[address of business]** during the shelter-in-place order as an essential business under relevant law.

[Company name] is committed to complying with the relevant requirements and appreciates your assistance in enabling our employee to continue to provide essential functions to the community. This employee generally works a schedule of **[X to X]** and this letter does not apply to time outside of normal working hours. If you have any questions, please contact me at the number below.

Sincerely,

[name of executive]

[phone number]