**Sample Letter Designating an Essential Employee**

**Print on Town/Village Letterhead**

To Whom It May Concern,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is an employee of the Town/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County, Wisconsin which is exempt from Governor Evers’ “Safer at Home” Order #12 as the Town/Village provides essential government services.

The Town/Village Board of the Town/Village of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has determined that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s *{list employee’s name}* work responsibilities involve assisting the town/village in providing essential government services and that s/he is exempt from any work related travel restrictions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Chair/Village President

*\*\*\*No letter is currently required by the Safer at Home Order for travel related to essential government functions. Having this letter may be useful, however, if town/village employees are questioned about their compliance with the Governor’s order.*