**TO BE PLACED ON MEMBER COMPANY’S LETTERHEAD**

March 31, 2020

Pursuant to Maryland Executive Order 2020-03-23**-**01 filed on March 23, 2020, which was issued in response to the COVID-19 pandemic, the following listed individual is an employee of (NAME OF COMPANY), and is considered an essential worker under this executive order permitting residential and commercial construction companies to remain open for business.

EMPLOYEE NAME: (NAME OF EMPLOYEE)

Please note our standard business hours are from/to (TIMES OF NORMAL BUSINESS OPERATION), however, arrival and departure times may fluctuate due to demands within the scope of the trades our company performs.

For employment verification purposes, please contact (NAME, PHONE, EMAIL)

SINCERELY,

(SIGNATURE)

(NAME AND ADDRESS OF COMPANY OWNER)