

*Be sure to print on company letterhead*

March 26, 2020

## EXEMPTION FROM TRAVEL RESTRICTIONS FOR EMPLOYMENT

To Whom It May Concern:

Agency XYZ is licensed by the North Dakota Department of Human Services and accredited by The Council on Quality and Leadership. We are contracted by the State of North Dakota to provide residential and vocational services to people with disabilities and to seniors. We are required to assure the health and safety of those who are assigned to our care by the North Dakota Department of Human Services in this community.

The bearer of this letter is an employee of Agency XYZ and is performing required duties to assure the health and safety of assigned vulnerable people in our communities.

If you have questions regarding this person's need to attend work assignments, please contact the Human Resource Director at 111-222-3333 or Associate Director 444-555-6666.

Sincerely,

President/CEO