**INSERT DATE HERE**

To whom it may concern,

The person possessing this letter, **INSERT EMPLOYEE NAME HERE**, along with a government issued identification card is an essential worker in accordance to Canada’s National Strategy for Critical Infrastructure.

*“Workers such as plumbers, electricians,* ***exterminators****, escalator and elevator mechanics, home appliance service providers, and other necessary for maintaining the safety, sanitation and essential operation of residence and buildings.”*

Amid the COVID 19 pandemic, **INSERT COMPANY NAME HERE** employees have continued to provide essential services to Canada’s food product facilities, Long Term Care residence, grocery stores, restaurants, food banks, shelters, hospitals, medical institutions, multifamily housing units, schools, universities, prisons, warehouses, homes and businesses. **ADD OR REMOVE LOCATIONS AS THEY PERTAIN TO YOUR COMPANY.**

As per Essential Worker guidelines, the individual possessing this letter is qualified to receive their COVID vaccine.

If you require any further information, please contact me.

Regards,

**INSERT SIGNATURE HERE**

**INSERT NAME AND COMPANY ADDRESS HERE**

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[Guidance on Essential Services and Functions in Canada During the COVID-19 Pandemic (publicsafety.gc.ca)](https://www.publicsafety.gc.ca/cnt/ntnl-scrt/crtcl-nfrstrctr/esf-sfe-en.aspx)