DATE

Dear [EMPLOYEE NAME],

As you know, we are confronting the challenges presented by coronavirus/COVID-19. On Monday, March 23, 2020, Governor Whitmer issued an Executive Order addressing the “stay home, stay safe” policy. This Executive Order recognized that certain individuals who are necessary to preserve or sustain life and/or are necessary to conduct minimum basic operations might be required to continue to report to their workplaces.

This written notification is to inform you that you are a designated employee whose presence at the workplace is necessary to preserve or sustain life and/or is necessary for the University to conduct its minimum basic operations.  As such, you are required to report to the workplace.  We greatly appreciate your efforts to help the University through this unprecedented situation.

Please let me know if you have any questions regarding this designation.

All my best,

[SUPERVISOR NAME]