

[Company/Community Association Letterhead]

Date:

**COVID-19 Essential Employee Authorization to Work**

The bearer of this letter is an employee of [insert name of company/community association] and is responsible for a critical function at [insert company/community association name] \_\_\_\_\_ in \_\_\_\_\_ [City, State].

[Company/community association name] is classified as an essential business in the orders issued by [insert state]. Community Associations Institute (CAI) believes the stay-at-home orders permit the continuation of various essential services affecting the health, safety and welfare of homeowners and residences—which includes the essential tasks of a community association manager.

We appreciate your support in allowing our colleagues to travel during the curfew and/or stay at home order as we continue to provide essential services for the residents in the community. [Insert additional or different text required by your state, if any]

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SIGNATURE AND DATE SIGNED BY:

Please direct any questions to:

(List at least two company or association officials name, title, and phone number)

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Sincerely,

Authorized signer (company or association official. Include name, title, email, and phone number)

Company/community employee shall staple or affix their business card, if available, here:

**PLEASE NOTE:** This form is a template only and must be completed using the specific information required by your local and/or state jurisdiction. Failure to include required information may result in civil or criminal liability, including fines. This form should only be used in compliance with your jurisdiction's closure order(s), and only if your jurisdiction includes community association management as a business that can continue to offer essential services during the closure period.

Community Associations Institute (CAI) provides this form "as is" with no warranties of any nature and accepts no liability for its use.

