

This Form Should Be Executed by Individual Broker/Employer

To Whom It May Concern:

In accordance with Governor Whitmer's Executive Order 2020-21, section 4(b), the employer named below has designated _____ as a worker who is necessary to conduct minimum basic operations. Their in-person presence is strictly necessary to allow our business to perform one or more of the following:

1. maintain the value of inventory and equipment,
2. ensure security,
3. process transactions (including payroll and employee benefits),
4. or facilitate the ability of other workers to work remotely.

Please know that we are taking the Executive Order extremely seriously and are only seeking to fulfill the necessary basic operations.

Thank you for all that you are doing to keep us safe during this time.

Regards,

Name of Authorizing Individual