

Employee letter:

March X, 2020

This shall serve as official notice that [employee name] works at an essential business, as defined in guidance to implement Governor Cuomo's Executive Order 202. [name of agency] provides mental health and /or substance use services to vulnerable New Yorkers in need. As a provider of critical health care services, it is an essential business that is licensed by the NYS Office of Mental Health, NYS Office of Addiction Services and Supports and/or with contracts from the NYC Department of Health and Mental Hygiene. Our services fall under the category of essential health care operations. [employee name] provides health care services and is required to come to work to serve people with mental illness and/or substance use disorders

Sincerely,

[Signature of Agency CEO]