**[BANK LOGO]**

**March 23, 2020**

**FROM:**

**SUBJECT:** Financial Services Essential Worker

Per the attached guidance of the Department of Homeland Security (DHS) and/or the U.S. Department of the Treasury, the financial services sector has been identified as a Critical Infrastructure Sector. The guidance from DHS, dated, March 19, 2020 and the guidance by the Treasury, dated March 22, 2020, identifies essential critical infrastructure workers during the COVID-19 response emergency, and provides guidance to state and local officials as they work to protect their communities.

I, (TITLE) of (BANK NAME), confirm that (NAME OF EMPLOYEE)’s job description matches the criteria laid forth in the attached guidance, and they should be considered essential workforce, and shall be permitted to perform these critical functions throughout the COVID-19 emergency.

Sincerely,