

State of Idaho COVID-19 Employment Verification Template Letter - COVID-19 Vaccine

Insert Agency Letterhead

To Whom It May Concern:

[Employee name] is employed by [agency name] as a [position title]. [Agency Name] is considered essential critical infrastructure in the [insert sector from the current "Guidance on the Essential Critical Infrastructure Workers" document found at <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>] as defined by the Cybersecurity and Infrastructure Security Agency (CISA).

Further, this employee works in a position corresponding to the Idaho COVID-19 Vaccine Advisory Committee's Vaccine Prioritization Group/Subgroup [insert subgroup from current "Idaho COVID-19 Vaccine Advisory Committee (CVAC) Vaccine Prioritization" document found at <https://coronavirus.idaho.gov/covid-19-vaccine/>].

Their job duties are as follows: [briefly describe position].

Additionally, in their position, they are at a higher risk of exposure to SARS-CoV-2 (COVID-19) due to [insert reason, such as unable to telecommute, direct interaction with the public, etc.].

Please direct any questions to [name] at [contact information].

Sincerely,

[HR Contact Name]