\*\*\*Place below wording on company letterhead\*\*\*

[Insert date]

To Whom It May Concern:

[Insert Name], is an employee of [Insert Company Name], who is in the business of providing residential housing.  [Insert Name] is required to report to the office in order to provide essential services for residents to continue to live in their homes.  This signed document is given pursuant to 18 Pa. C.S.A., Section 4904 relating to unsworn falsification to authorities and the penalties therefore.

Signed,

/s/ [Insert Name]