

[EMPLOYEE NAME] is employed by [DEALERSHIP] in [CITY], Virginia.

The dealership is operating under the terms of Executive Order 53 (2020) issued by Governor Ralph Northam on March 23, 2020 that allows dealership operations for sales and service.

The dealership is following all guidelines in the Executive Order including adherence to social distancing recommendations, enhanced sanitizing practices on common surfaces, and other appropriate workplace guidance from state and federal authorities while in operation.

Employee is working their assigned schedule. Any questions can be answered contacting the dealership.

Thank you,