



March 24, 2020

To Whom it may concern:

Professional Labor Support provides Skilled Construction Employees in the Electrical and Mechanical trade fields. Our Employees work in large distribution and fulfillment centers providing electrical power and mechanical support. Their skills and services are deemed as Critical Trades under State and Federal order and are necessary to support the Essential Infrastructure of our country. Professional Labor Support employees are critical to the health and welfare of the American public. Without their services, our customers would not be able to meet the sudden increase in consumer demand in supply chain and retail production. Professional Labor Support has been determined to be an “Essential Business” as defined by any State or Federal order.

Please be advised of the following:

- The Employee in possession of this letter is essential to the basic operation of Professional Labor Support. He or She is a skilled tradesperson and is required to travel to and from work throughout the day and night.
- Employees that are not deemed as Skilled Trades have been asked to work remotely.
- All Employees have been provided information both verbally and electronically to comply with all guidelines related to minimizing the risk of infection by COVID-19.

Should you have any questions regarding this letter, please contact Human Resources at 317-865-7757 or 317-601-8759.

Sincerely,

A handwritten signature in black ink, appearing to read "John Black".

John Black / CEO