Name

Title

Address

To Whom It May Concern:

This notice is being provided pursuant to regulations contained in the Worker Adjustment and Retraining Notification (WARN) Act of 1988, which requires affected employers to provide notice to certain government units or officials of a pending mass layoff or permanent closure.

This is to advise you that on (date), [Company Name] will (lay off/permanently close). The number of employees affected is (number). A list of the affected positions is enclosed. Affected employees (do/do not) have bumping rights.

Employees are not represented by a union. [OR: The union representing employees at this facility is (union name) and its chief elected official is (name). The telephone number is (number) and the address is (address)].

For further information, please contact me at (phone number).

Sincerely,