

(COMPANY VOLUNTARY NOTIFICATION LETTER)

(“NON-WARN” SAMPLE)

(date)

**Ms. Michelle L. Paczynski
Dislocated Worker Unit Manager
S.C. Department of Commerce
1201 Main Street, Suite 1600
Columbia, South Carolina 29201**

Ms. Paczynski:

Notification is hereby given that *(name of company, and physical address of affected site)*

- Is permanently laying off _____ employees, and the first layoff date is expected to occur on *(date)*.**
- Is permanently closing its facility on *(date, if applicable)*.**
- There are a total of _____ permanent full time employees in the company.**
- This action is because of *(reason for layoff or closure)*.**
- The local point-of-contact is *(name, position, telephone number and extension)*.**
- All affected employees have been properly notified.**
- This company *(is/is not)* union *(union name and address, and contact person, if union affiliated)*.**
- Attached is a list reflecting the occupational skills/job titles of positions to be affected.**
- Bumping rights *(do / do not)* exist.**

(SIGNATURE)