

(COMPANY "WARN" LETTER)

(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:

Pursuant to the WARN (Worker Adjustment and Retraining Notification) Act, Public Law 100-379, 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)