### SAMPLE – COMPANY “WARN” Letter

### Use Company Letterhead Stationary

(date)

North Carolina Department of Commerce

Division of Workforce Solutions

**ATTN:** Rapid Response Team

# 4316 Mail Service Center

# Raleigh, NC 27699-4316

Dear Rapid Response Team:

This letter is being issued in accordance with the Worker Adjustment and Retraining Notification (WARN) Act, in order to notify you that (name of company) is permanently closing (or temporarily closing, layoff, downsizing, etc.) its facility located at (city, state, zip), effective (date). This will result in the layoff of (number of employees). (*Please enclose an attachment listing all the impacted positions*.)

(Name of company) is / is not part of a union (state name of local union and contact person, if union affiliated).

Summarize the reason for the layoff or closure.

If the layoff or closure is based on NAFTA-TAA (workers who lose their jobs or whose hours of work and wages are reduced as a result of trade with Canada or Mexico) or TAA (workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports), please state if a petition has been filed with the U.S. Department of Labor.

All affected employees have been notified.

# Bumping rights do or do not exist.

*Any other information that you want to include concerning the layoff*.

Include the local company point-of-contact (name, position, telephone number and extension).

(Signature)

Copy to:

Chief elected local official

Others as appropriate

## *Note: please email* *warn@commerce.nc.gov* *and mail original copy to the above address.*