(SAMPLE Company “WARN” Letter)

(*Date*)

Dislocated Worker Unit

S.C. Department of Employment and Workforce

1550 Gadsden Street

Columbia, SC 29202

**FOR PERMANENT LAYOFF**

Pursuant to the WARN (Worker Adjustment and Retraining Notification) Act, Public Law 100-379, notification is hereby given that (*name of company, physical address of affected site*) is permanently laying off (*#*) employees, and the first layoff date is expected to occur on (*date*). There are a total of (*#*) permanent full time employees in the company. This layoff is due to (*reason*). The local point-of-contact is (*name, position, telephone number and extension*). All affected employees will be notified on (*date*). This company (*is / is not*) unionized (*union name, address and contact information*).

Attached is a list of job titles of the positions to be affected. Bumping right (*do / do not*) exist.

**FOR COMPANY CLOSURE**

Pursuant to the WARN (Worker Adjustment and Retraining Notification) Act, Public Law 100-379, notification is hereby given that (*name of company, physical address of affected site*) is permanently closing, impacting (*#*) employees, and the first layoff date is expected to occur on (*date*). This layoff is due to (*reason*). The local point-of-contact is (*name, position, telephone number and extension*). All affected employees will be notified on (*date*). This company (*is / is not*) unionized (*union name, address and contact information*).

Attached is a list of job titles of the positions to be affected. Bumping right (*do / do not*) exist.