

(SAMPLE Company “WARN” Letter)

(date)

Michelle Paczynski
S.C. Department of Employment and Workforce
Dislocated Worker Unit
P.O. Box 1406
Columbia, SC 29202

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 *(insert # here)* employees, and the first layoff date is expected to occur on *(date)*.
- Is permanently closing its facility on *(insert date here, if applicable)*
- There are a total of *(insert # here)* permanent full time employees in the company.
- This action is because of *(insert reason here)*.
- The local point-of-contact is *(insert name, position, telephone number and extension)*.
- All affected employees will be notified on *(insert date)*.
- This company *(is/is not)* union *(insert 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.

(Signature)