

[Date]

[Name of Union Official]

[Title]

[Name of Labor Union]

[Street Address]

[City, State, Zip Code]

RE: Notice of Mass Layoff / Plant Closing

Dear [Name of Union Official],

This letter serves as official notice under the Worker Adjustment and Retraining Notification (WARN) Act that [Company Name] will be conducting a [mass layoff / plant closing] at its facility located at [Facility Address].

This action is expected to be [permanent / temporary]. The first separation is expected to occur on [Date]. Employee layoffs will occur on the following schedule: [List Date Ranges and number of affected employees].

The following job titles and the number of employees currently in those positions will be affected:

- [Job Title 1]: [Number of Employees]
- [Job Title 2]: [Number of Employees]

Bumping rights [do / do not] exist for affected employees. The name of each worker currently holding a job title to be affected and the names of all affected employees are attached to this notice.

For further information, please contact [Name of Company Contact] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]