

[Date]

[Name of Chief Elected Official]  
[Title, e.g., Mayor / County Commissioner]  
[Name of City/County]  
[Address]  
[City, State, Zip Code]

**RE: Notice Pursuant to the Worker Adjustment and Retraining Notification (WARN) Act**

Dear [Name of Official],

This letter is to notify you that [Company Name] will be conducting a [permanent/temporary] [layoff / plant closing] at its facility located at [Full Address of Facility].

The entire facility will be [closed / impacted] and the expected date of the first separation is [Date]. Employee separations are expected to begin on [Date] and continue according to the following schedule: [Provide timeline or list of dates].

The following is a list of the job titles of positions to be affected and the number of affected employees in each job classification:

- [Job Title 1]: [Number of Employees]
- [Job Title 2]: [Number of Employees]
- [Job Title 3]: [Number of Employees]

The affected employees [are / are not] represented by a union. [If applicable, provide name of union and name/address of the chief union officer].

Bumping rights [do / do not] exist for the affected employees.

For further information, please contact the company representative listed below:

[Name of Company Contact]  
[Title]  
[Phone Number]  
[Email Address]

Sincerely,

[Signature]  
[Printed Name]  
[Title]