

DATE: [Insert Date]

VIA: [Insert Method of Delivery, e.g., Certified Mail / Hand Delivery]

TO: [Insert Name of Employee OR Name of State Dislocated Worker Unit / Local Elected Official]

SUBJECT: Notice of Permanent Plant Closing

This letter serves as official notice under the Worker Adjustment and Retraining Notification (WARN) Act that [Insert Company Name] will be permanently closing its entire facility located at [Insert Full Address of Plant].

The entire plant will close, and all operations will cease. This action is expected to be permanent. The expected date of the first separation of employees is [Insert Date], or within the 14-day period commencing on that date. The planned schedule for subsequent separations is [Insert Schedule/Dates].

The following information is provided in accordance with the Act:

- **Job Titles Affected:** [Insert List of Job Titles to be Eliminated]
- **Number of Affected Employees:** [Insert Number]
- **Bumping Rights:** [Select one: Bumping rights do not exist / There are no bumping rights for affected employees / Bumping rights exist as follows: (Insert Details)]
- **Union Representation:** [Select one: There is no union representation / The name of the union and chief elected officer is: (Insert Name and Contact Info)]

We regret that this action is necessary. For further information regarding this closing, please contact [Insert Name of Company Contact] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]