

[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Separation of Employment

Dear [Employee Name],

This letter is to notify you that [Company Name] will be **conducting a mass layoff / closing its facility** located at [Location/Address]. Your employment is expected to terminate on [Date].

The Worker Adjustment and Retraining Notification (WARN) Act generally requires a 60-day notice period. However, we are providing less than 60 days' notice under the "faltering company" exception. At the time the 60-day notice would have been required, the company was actively seeking **capital / financing / new business** which, if obtained, would have enabled the company to avoid or postpone the shutdown. We believed in good faith that giving notice at that time would have precluded us from obtaining the necessary **capital / financing / business**.

Unfortunately, these efforts were unsuccessful, making this action necessary at this time. This action is expected to be **permanent / temporary**. Bumping rights **do / do not** exist for affected employees.

Information regarding your final pay, benefits continuation, and **Severance, if applicable** is enclosed with this letter. If you have questions, please contact **Name of Contact** at **Phone Number/Email**.

We thank you for your service to [Company Name].

Sincerely,

[Signature]

[Name of Official]
[Title]
[Company Name]