

[Date]

[Name of State Dislocated Worker Unit Office]

[Address]

[City, State, Zip Code]

[Name of Chief Elected Official of Local Government]

[Address]

[City, State, Zip Code]

RE: Notice of Plant Closing or Mass Layoff - Natural Disaster Exception

To Whom It May Concern:

This letter serves as formal notice under the Worker Adjustment and Retraining Notification (WARN) Act that [Company Name] is implementing a [plant closing / mass layoff] at its facility located at [Full Address of Facility].

This action is expected to be [permanent / temporary] and will affect [Number] employees. The first separation is expected to occur on [Date].

Due to the sudden and unforeseen natural disaster, specifically [Type of Disaster, e.g., Hurricane, Flood, Earthquake] which occurred on [Date], the company was unable to provide the full 60-day notice typically required by the WARN Act. This disaster caused [briefly describe impact, e.g., destruction of the facility / complete loss of power and access], making the continued operation of the facility impossible. We are providing as much notice as is practicable under these circumstances.

The job titles of positions to be affected and the number of affected employees in each job classification are as follows:

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

There [are / are not] bumping rights applicable to these employees. The affected employees [are / are not] represented by a union. [If applicable, provide Union Name and Contact Information].

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

Sincerely,

[Name of Company Official]

[Title]

[Company Name]