**Sample WARN Notification Letter**

(Company Letterhead)

Date

Maryland Department of Labor

Dislocation Services Unit

100 S. Charles Street

Tower 1, Suite 2000

Baltimore, MD 21201

Dear Mrs. Bouloubassis

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification (WARN) Act of 1988, and/or Maryland Economic Stabilization Act which requires employers to give official notice to certain government units or officials of a pending mass layoff or permanent closure.

This is to inform you that   \_\_\_\_\_(Company Name)\_\_\_\_\_\_  located at \_\_\_\_\_\_\_ (Street Address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City/Town)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State/Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will permanently reduce the number of employees. (Or: will permanently close the facility) on January 12, 20XX due to \_\_\_\_\_\_\_\_\_(Reason of layoff/closure)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The number of employees impacted by this layoff/closure is \_\_\_\_\_\_\_\_\_\_\_\_.  A list of affected positions is attached/enclosed. Affected workers employees (do/do not) have bumping rights.

Employees are not represented by a union. (Or: The union representing the employees at this facility is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  and  (name, address and contact info of Union contact).

For further information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name, title and contact information).

Sincerely,

\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_

Attachment: (List of impacted positions)

**Example of List of Affected Positions**

Job Title                                                                                Total\_\_\_\_\_\_\_\_

Distribution Clerk                                                                12

Distribution Manager                                                       2

Clerical/Administrative                                                       4

IT Specialist                                                                              1

HR Manager                                                                              1