

## WARN Notice Checklist

### Cover letter

Date:

Company Name:

**WARN notice must include the following information.**

- The business name and the address of the employment site where the plant closure or mass layoff will occur;
- The corporate or company name and address, if different from the employment site; The name, email address, and phone number of a company official to contact for further information;
- A statement as to whether the planned action is expected to be permanent or temporary and, if the entire plant is to be closed, a statement to that effect;
- The expected date of the first separation and, if applicable, the anticipated schedule for making separations;
- The job titles of positions to be affected and the number of affected employees in each job title
- Indicate if positions are remote, in-office, or hybrid.
- An indication as to whether or not bumping rights exist
- The name of each union representing affected employees and the name and address of the chief elected officer of each union, if applicable

## WARN Notice Sample

### ***Use Company Letterhead***

Date:

State Rapid Response Coordinator  
Arizona Department of Economic Security  
1789 W. Jefferson St  
Phoenix, AZ 85017 - Mail Drop 5571  
AZRapidResponse@azdes.gov

Dear Rapid Response Team:

This letter is being issued in accordance with the Worker Adjustment and Retraining Notification (WARN) Act to notify you that *(name of company)* is permanently closing *(or temporarily closing, layoff, downsizing, etc.)* its facility located at *(city, state, zip)*, effective *(date)*. This will result in the layoff of *(number of employees)*. *(Please enclose an attachment listing all the impacted positions. Indicate if positions are remote, in-office, or hybrid.)*

*(Name of company)* is/is not part of a union *(state name of local union and contact person, if union affiliated)*.

(Summarize the reason for the layoff or closure here.)

Is this layoff or closure based on TAA (workers who lose their jobs or whose hours of work and wages are reduced due to increased imports)? If yes, please state whether a petition has been filed with the U.S. Department of Labor.

All affected employees have been notified.

(State here if bumping rights do or do not exist, e.g., "Bumping rights do not exist.")

*(Add any other information that you want to include regarding the layoff here)*

For further information, please contact (Add local company point-of-contact here: *name, position, telephone number, and extension*)

Sincerely, (Signature)

\_\_\_\_\_ (name)

\_\_\_\_\_ (job title)

Copy to:

Chief elected local official, Others as appropriate.

## Sample List of Affected Positions

Position Title	Number of Employees	City Location	Workplace
Assembly	30	Phoenix	Onsite
Distribution	2	Glendale	Onsite
Clerical / Administrative	3	Glendale	Hybrid
Supervisors	3	Phoenix	Onsite
Customer Service	10	Phoenix 5- Glendale 5	Remote

<b>Total</b>	<b>48</b>
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