

WARN Act Coordinator  
Program Communications Unit  
Workforce Services Division  
Employment Development Department  
P.O. Box 826880, MIC 50  
Sacramento, CA 94280-0001  
eddwarnnotice@edd.ca.gov

Peter Callstrom, President and CEO  
San Diego Workforce Partnership  
3910 University Ave, Suite 400  
San Diego, CA 92105

Supervisor Greg Cox, Chairman  
San Diego County Board of Supervisors  
County of San Diego Administration Center  
1600 Pacific Highway, Room 335  
San Diego, CA 92101

Mayor  
City of San Diego  
City Administration Building  
202 C Street, 11<sup>th</sup> Floor  
San Diego, CA 92101

**[Date]**

In compliance with the Worker Adjustment and Retraining Notification (WARN) Act, this letter is to inform you that **[Company]** will conduct a **[Mass Layoff/Plant Closure]** at its plant located at **[Address]**.

This action is expected to be **[Permanent/Temporary]**. Approximately **[##]** employees will be affected as a result. The expected first date of separation is **[Date]**. The job titles & numbers of affected workers are as follows:

[Job 1	22]
[Job 2	27]
[Job 3	6]
[Job 4	87]
<b>[Total</b>	<b>142]</b>

Bumping rights **[Do/Do Not]** exist for these positions. Employees **[Are/Are Not]** represented by a union.

If you have any questions or need additional information, please contact **[Name/Address/Phone/Email]**.

Sincerely,