

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
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Mayor
City of San Diego
City Administration Building
202 C Street, 11th 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]
[Total	142]

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,