[*Today’s date*]

Michael Welter, Rapid Response Coordinator

Oregon Dislocated Worker Unit

Office of Workforce Investments

Oregon Higher Education Coordinating Commission

3225 25th Street SE

Salem, OR 97302

[*Name and address of Local Official*]

Dear Sir,

We are experiencing an unprecedented pandemic due to the worldwide COVID-19 outbreak. Statewide operational restrictions put in place by Governor Brown have resulted in a dramatic loss of business. Due to this pandemic, it is currently unknown when business will resume to normal.

This letter will serve as official notice that [*name of company*] intends to implement a [*permanent or temporary*] layoff of employees at [*company address where layoff will occur*] on or about [*date of initial layoff*]. This letter is being provided pursuant to the Workers’ Adjustment Notification and Retraining Act (WARN), Public Law 100- 379.

The total number of employees to be laid off is [*number*]. Attached you will find a list of job titles and the total number of employees that will be affected in each job classification. Employees [*will be or were*] notified of the impending layoff on [*date*]. It is expected that this will be a [*permanent closure, reduction in force, mass layoff, temporary layoff, or furlough*] and will occur on [*date*].

Additional layoffs may occur and are expected to begin on [*date, if applicable*] and continue throughout [*date*].

There [*is or is not*] union representation at this facility. Company provisions for transfer, bumping or reassignment [*do or do not*] exist. The name and address of the chief elected officer of each union is [*insert contact information here*].

The local point-of-contact is [*name, position, telephone number and e-mail address*].

Sincerely,

[*Signature and Title*]