Date

WARN Act Coordinator
Statewide Services Unit
Workforce Services Division
Employment Development Department
722 Capitol Mall, MIC 69/Room 3099
Sacramento, CA 95814
eddwarnnotice@edd.ca.gov

NOVAworks
Marlena Sessions, Director
456 W. Olive Avenue
Sunnyvale, CA 94086
business@novaworks.org

County Supervisor NAME
County Board of Supervisors
ADDRESS
CITY, STATE ZIP
email@county.gov

Mayor NAME
City of CITY
ADDRESS
CITY, STATE ZIP
email@city.gov

XXXX:

Pursuant to any possible obligation under the federal and California Worker Adjustment and Retraining Notification Acts (collectively, "WARN"), we are writing to notify you that COMPANY is restructuring its operations resulting in the elimination of ### employees. The locations impacted include ## positions at ADDRESS1 in CITY and ## positions at ADDRESS2 in CITY.

Employee separations at the facilities resulting from this action are expected to commence on DATE. Separations resulting from this action are expected to be permanent. None of the affected employees at Facilities are represented by any union. Separated employees are not permitted to displace remaining employees based on seniority or any other factor (i.e., there are no "bumping rights").

Affected employees will continue to receive any pay and benefits due to them as an employee, up until the termination of their employment.

Attached hereto is a list of all affected positions and the number of affected employees in each job classification (job profile and team group) at the facilities. All affected employees are being or have been notified of their employment terminations at least 60 days before their terminations are scheduled to occur.

This notice is given based upon the best information available from COMPANY at this time. For further information, please contact me at PHONE or EMAIL.

Sincerely,

CONTACT NAME, TITLE
COMPANY

LIST OF AFFECTED JOB TITLES AND NUMBER OF EMPLOYEES AT THE FACILITIES

Locations	Job Titles	Number of Affected Employees
ADDRESS 1 CITY	Job Title 1	#
	Job Title 2	#
	Job Title 3	#
	Job Title 4	#
	Job Title 5	#
	Job Title 6	#
	Job Title 7	#
	Job Title 8	#
	Job Title 9	#
	Subtotal	*##*
ADDRESS 2 CITY	Job Title 1	#
	Job Title 2	#
	Job Title 3	#
	Job Title 4	#
	Job Title 5	#
	Job Title 6	#
	Job Title 7	#
	Subtotal	*##*
	TOTAL	**##**