**SAMPLE**

**Worker Adjustment and Retraining Notification (WARN) Act Notice of Layoff**

Date:

To:

Program/Department:

Re: WARN Act notice of layoff

It is with much regret that we inform you that (insert organization) will complete a major reduction in its workforce as a result of (insert appropriate reason: a significant downturn in business/COVID-19 shutdown/lack of funding/etc.) and organizational restructuring. This notice, which has been issued to you and your coworkers in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to officially inform you that you are likely to be laid off.

The intent and purpose of this notice is to provide you with valuable information and answers to questions you may have regarding your position at the organization. The information provided below represents the best information available to us at the time this notice is written and issued.

**Q. Is this layoff permanent?**

A. You should consider your layoff to be permanent unless otherwise notified. (Insert organization) will work hard to obtain necessary business funding and/or business contract that will allow us to keep the organization going and enable us to recall employees as we can.

**Q. When will these layoffs start?**

A. We expect the layoffs to begin on (insert date). Due to your position in the organization, your employment is likely to end on (insert date). However, your layoff date may shift as we continue to assess the situation.

**If applicable:**

**Q. What is the organization’s “bumping” policy?**

A. (Insert organization) do not recognize “bumping” or seniority rights when determining which employees will be laid off. However, seniority may be considered in recalling employees if the organization is successful in maintaining or restarting operations.

**Q. Will I get a severance package?**

**Option 1:** (Insert organization) has established a reduction in force policy and severance pay plan for affected employees. If you have not received a copy of the policy, you may obtain one by contacting the HR Department (or insert individual name of appropriate person).

**Option 2:** (Insert company) has not established a force reduction policy and severance pay plan. Unfortunately, we are unable to provide severance pay at this point in time.

 **Q. What if I have questions?**

A. If you have questions and would like to talk with someone regarding your layoff, you may reach out to (insert individual’s name and contact information).

Other paperwork will follow explaining your benefits and COBRA (if applicable), final day, final pay and how to apply for unemployment insurance.

Sincerely,

(Insert appropriate name and title)

Please add legal disclaimer here