May 31, 2024

Commissioner Varilek

Minnesota Department of Employment and Economic Development

180 East Fifth Street

St Paul, MN 55101-1678

Jason Wadell, State Rapid Response Team Supervisor

Department of Employment and Economic Development

180 East Fifth Street

St Paul, MN 55101-1678

[WARN.DEED@state.mn.us](mailto:WARN.DEED@state.mn.us)

RE: Notice of Business Closing

Dear Commissioner Varilek,

Please be advised that **ABC Company** will be permanently laying off and closing its facility located at **One Minnesota Way, Anywhere, MN 55101.** The layoff/closure has been prompted by the loss of our main contract and the company’s decision to discontinue the product line manufactured at that location.

This action is expected to result in the permanent elimination of **100 employees** – 25 salary and 75 hourly positions. The company expects all positions to be eliminated on July 31, 2024 with full plant closure on the same date.

The hourly employees are represented by the XYZ Union. The representative of this union is John Doe, President of Local 1234. Mr. Doe is located at 456 Union Drive, Ourtown, Minnesota 54321. Interplant bumping rights exist with respect to the elimination of the represented positions. There are no trade implications with this layoff.

Attached is a list of job titles, number affected within in each job title, and the anticipated layoff date for the salaried and hourly workers. Please note that due to interplant bumping rights and/or early retirement elections, it is impossible to predict with certainty which represented employees will ultimately be affected or the exact order in which individual employees will be separated.

The company will ensure that employees will be paid all earned wages and agreed upon benefits at the time of their termination.

If you need additional information, please contact [insert company official name and telephone number]

Sincerely,

[insert signature block]