Sample Letter to State & Municipal Official

Today's date

The Wisconsin Department of Workforce Development
Dislocated Worker Unit
PO Box 7972
Madison, WI 53707

RE: Notice of Business Closing

Dear Members of the Dislocated Worker Unit [or insert name of highest Municipal Official]:

ABC Company will be permanently closing its facility at [insert address of the affected location]. The closure has been prompted by 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 to begin eliminating positions on [insert date] and will continue in phases until complete closure on [insert close].

The hourly employees are represented by the United Bookbinders Union. The representative of this union is John Doe, President of Local 1234. Mr. Doe is located at 456 Union Drive, Ourtown, Wisconsin 54321. Interplant bumping rights exist with respect to the elimination of the represented positions.

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]