**Initial WARN\_Layoff Report**

|  |  |  |
| --- | --- | --- |
|  | Date: |  |
| To: | Local Rapid Response Team / American Job Center  |  |
| From: | WDC (Statewide Rapid Response Coordinator) |
| Subject: | **WARN / Layoff Report** |
| **Company name:** |  |
| **Unique HireNet Code** |  |
| Industry type: |  |
| Company contact person: |  |
| Phone & email address: |  |
| Physical address of company: |  |
| Estimated closing date: |  |
| Number of workers impacted: |  |
| Date of initial WDC contact: |  |
| Initial WDC conversation notes: |  |
| 60 days advanced notice? |  [ ]  Yes [ ]  No  |
| Union representation? |  [ ]  Yes [ ]  No  |
| Proposed rapid response date: |  |
| Date/time WDC received WARN: |  |
| WARN attached? |  [ ]  Yes [ ]  No OR Date of news report:  |   |
| News report attached? |  [ ]  Yes [ ]  No  |

|  |  |
| --- | --- |
| Direct questions to: | Kayla Rosenfeld, Statewide Rapid Response Coordinator |
|  | Kayla.C.Rosenfeld@hawaii.gov or (808) 586-9283 |