**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 |