**ATTACHMENT 3**

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|  | Date: | |  |
| To: | Local Rapid Response Team / American Job Center |  | |
| From: | WDC (Statewide Rapid Response Coordinator) | | |
| Subject: | **WARN / Layoff Report** | | |

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| **Company name:** |  | |
| Industry type: |  | |
| Company contact person: |  | |
| Phone & email address: |  | |
| Physical address of company: |  | |
| Estimated closing date: |  | |
| Number of workers impacted: |  | |
| Date of initial WDC contact: |  | |
| Notes from initial WDC conversation: |  | |
| 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 | |

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| Direct questions to: | Statewide Rapid Response Coordinator |
|  | dlir.workforce.council@hawaii.gov or (808) 586-8630 |