**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  |

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