

WARN NOTICE CHECKLIST



As an employer, understanding your obligations under WARN is important. Filing an official WARN notice begins the Rapid Response process. The following checklist has been provided to assist you in writing your notice. Please note that additional information on writing your notice can be found in the “EMPLOYER’S Guide to Advance Notice of Closings and Layoffs” which is also available in the Documents Tab.

- ☐ The name and address of the employment site(s) where the plant closing or mass layoff will occur;
- ☐ Whether the planned action is expected to be permanent or temporary and if the entire plant is to be closed, a statement to that effect;
- ☐ The expected date of the first separation, and the anticipated schedule for making separations;
- ☐ The job titles of positions to be affected, and the number of affected employees in each job classification; (for multiple sites, list per site)
- ☐ A statement as to the existence of any applicable bumping rights;
- ☐ The name of each union representing affected employees, and the name and address of the chief elected officer of each union, if none please state; and,
- ☐ The name and telephone number of a company official to contact for further information.

**Notice Must Be Provided To Illinois’
Dislocated Worker Division:**

Office of Employment and Training
ATTENTION: [John Ray](#)
Illinois Department of Commerce & Economic
Opportunity
500 East Monroe, 9th Floor
Springfield, IL 62701-1643

*Please include the employer’s
federal identification number, or
FEIN, for the dislocating
company on WARN
correspondence.*