



# NCWORKS WARN

Worker  
Adjustment and  
Retraining  
Notification



Tough times lead to challenging decisions for employers. If companies face a plant closing or mass layoffs, they may need to file a Worker Adjustment and Retraining Notification, commonly called a WARN notice.

This notice is required by federal law, and written notification must be filed with the N.C. Department of Commerce.

A sample letter can be found at [nccommerce.com/documents/sample-warn-letter](https://nccommerce.com/documents/sample-warn-letter).

## How does the WARN process work?

The federal WARN Act seeks to protect workers, their families, and communities by requiring employers with 100 or more employees to provide at least a 60-day advance written notice of certain plant closings and mass layoffs.

Businesses that employ at least 100 workers, excluding part-time workers, are required to file a WARN notice if they are preparing to:

- ▶ Close a plant that affects at least 50 employees during any 30-day period;
- ▶ Conduct a mass layoff of at least 500 employees, or a layoff impacting between 50-499 employees when that number represents at least one-third of the workforce.

*Note: this is only a summary. See [nccommerce.com/business/business-closure-resources/file-warn-notice](https://nccommerce.com/business/business-closure-resources/file-warn-notice) for more details.*

## How can NCWorks help?

Once a WARN notice is filed, an NCWorks Rapid Response team will contact the employer within 48 hours to assist employees and the company with a variety of services.

NCWorks will collaborate with the company to develop a transition plan for the affected workers, while also trying to avert some or all of the layoffs, when possible.

## Contact NCWorks Today.

For more information on how NCWorks supports companies, contact the N.C. Division of Workforce Solutions Rapid Response Team.

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