



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF CAREER SERVICES

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR

ROSALIN ACOSTA  
SECRETARY

ALICE L. SWEENEY  
DIRECTOR

**Attachment B**

Date

Executive Director  
MassHire Workforce Board  
Address  
City/State/Zip

Dear Executive Director:

The Executive Office of Labor and Workforce Development's MassHire Department of Career Services, according to the Workforce Innovation Opportunities Act, has the responsibility to establish the capability to respond rapidly, on-site, to permanent closures and substantial layoffs throughout Massachusetts. In addition, the MassHire Department of Career Services is recommending that you notify the Career Center(s) in the affected area.

Staff from Rapid Response shall meet with the affected company and/or union to develop a response to the layoff and/or closing. Because it is the purpose of Rapid Response to ensure immediate resource mobilization, we shall make initial contact within 48 hours and it is expected that an initial meeting will occur within one week of notification of the layoff or closing.

**COMPANY NAME:**

**ADDRESS:**

**CITY/STATE/ZIP:**

**INITIAL CONTACT NAME:**

**NUMBER OF EMPLOYEES AFFECTED:**

**DATES OF LAYOFF:**

If you have any questions regarding this matter, please contact me at [RR Coordinator name and telephone number].

Sincerely,

Name

MDCS Rapid Response Coordinator

CC: Ken Messina, RR/Business Services Manager  
MassHire Career Center Director  
MassHire Career Center Operations Manager