**Attachment B**

Date

Executive Director

MassHire Workforce Board Director

Address

City/State/Zip

Dear Executive Director:

The MA Department of Workforce Development’s 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:**

**NO. OF EMPLOYEES AFFECTED**

**DATES OF LAYOFF:**

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

Sincerely,

Name

MHDCS Rapid Response Coordinator II

CC: Ken Messina, RR/Business Services Manager

 CC Executive Director

 Operations Manager