Date

Executive Director

MassHire Workforce Board Director

Address

City/State/Zip

Dear Executive Director:

Under the Workforce Innovation and Opportunity Act (WIOA), The Executive Office of Labor and Workforce Development, MassHire Department of Career Services, is to respond rapidly and on-site to permanent closures and substantial layoffs throughout Massachusetts. A layoff/closure has been brought to our attention and it is recommended that the Board 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. Rapid Response ensures immediate resource mobilization and therefore shall make initial contact within 48 hours, with an initial meeting expected to 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

MDCS Rapid Response Coordinator II

cc: Ken Messina, RR/Business Services Manager

CC Executive Director

Operations Manager