



# How to Comply with Worker Adjustment and Retraining Notification (WARN) in Alameda County

*The Alameda County Workforce Development Board is the Local Workforce Area covering all the cities within Alameda County (outside the City of Oakland which is covered by the City of Oakland Workforce Development Board.)*

*We are committed to helping employers navigate the process of downsizing and/or closing and supporting effected workers to the next step in their careers. Our services include providing effected workers with unemployment benefits information and job search assistance.*

*For more information or assistance please contact Javier Contreras, Rapid Response Coordinator at [Javier.Contreras@acgov.org](mailto:Javier.Contreras@acgov.org) or (510) 259-3831.*

On January 1, 2026, new requirements for any employer issuing a WARN Notice go into effect. This includes (a) providing mandatory information on public services to all affected employees and (b) indicating whether you intend to coordinate services with the Alameda County Workforce Development Board or another provider.

**To comply with these requirements, use the template below and send your letter to:**

- (1) the Alameda County Workforce Investment Board,**
- (2) the Supervisor of the Alameda County District where the mass layoff, plant closure, or relocation will occur, and**
- (3) the mayors of the cities where the mass layoff, plant closure, or relocation will occur.**

**(4) Then file your WARN Notice with the EDD to [EDDWarnNotice@edd.ca.gov](mailto:EDDWarnNotice@edd.ca.gov).**

Your email should: Include the employer name in the subject line; include the written WARN notice as an attachment. (Accepted file types include: .DOC, .DOCX, and .PDF). Include contact information in case EDD has questions.

Source: [Worker Adjustment and Retraining Notification \(WARN\)](#)

USE THIS TEMPLATE TO COMPLY WITH WARN NOTIFICATION REQUIREMENTS

To (1): The Alameda County Workforce Development Board  
24100 Amador Street, 6<sup>th</sup> Floor, Hayward, CA 94544-1203  
Rhonda Boykin, Director  
acwdb@acgov.org

To (2): **<Insert Supervisor of the Alameda County District where mass layoff, plant closure, or relocation will occur>** [Click Here for Address Lookup](#), then [Click Here to find County Supervisor Contact Info](#)

To (3): **<Insert mayor of city of the employment site where the mass layoff, plant closure, or relocation will occur>** [Click Here to find City Mayor Contact Info](#)

To (4): EDDWarnNotice@edd.ca.gov

From: **<Insert Name and address of the employment site where the mass layoff, plant closure, or relocation will occur>**  
**<Insert Name, phone number and email of a company official who can be contacted for more information>**

Date: **<Insert Date>**

Subject: Worker Adjustment and Retraining Notice (WARN) by <Insert Employer Name>

This letter is notification of the following:

1. The planned action will be [permanent or temporary]. **<Insert Statement that says if the entire plant will be closed>**
2. The expected date of the first separation is **<Insert Date>**. Subsequent separations will occur on the following dates **<Insert Dates>**.
3. The following are the job titles of affected positions and the number of employees to be laid off in each job title and the specific locations, if multiple locations are affected.
  - a. **<Insert Job Title / # of Employees affected / Location>**
  - b. **Etc.**

4. If bumping rights exist, the rules are as follows: **<Insert Rules Here>**.
5. If applicable, below are names of each union representing affected employees and the name and address of the chief elected officer of each union:
  - a. **<Insert Union Name, Chief Elected Officer Name and Address>**
  - b. **Etc.**
6. Our company plans to coordinate services to affected employees through one the following: **<Choose one below>**
  - The Alameda County Workforce Development Board: Javier Contreras, Rapid Response Coordinator at Javier.Contreras@acgov.org or (510) 259-3831.
  - Through this entity: \_\_\_\_\_.
  - We do not plan to coordinate services with any entity.
7. We confirm that our notices to affected employees include the following mandatory information on available public services in Alameda County:

"Local Workforce Development Boards and their partners help laid off workers find new jobs. Visit an America's Job Center of California location near you. You can get help with your resume, practice interviewing, search for jobs, and more. You can also learn about training programs to help start a new career. Find out more about the **Alameda County Workforce Development Board** by visiting <https://acwdb.org/job-seekers/> or emailing [acwdb@acgov.org](mailto:acwdb@acgov.org) or calling (510) 259-3836.

**CalFresh** provides monthly assistance for low- or no-income individuals and families to purchase nutritious food. The CalFresh program issues monthly benefits on an Electronic Benefit Transfer (EBT) card, similar to an ATM card, to purchase food at retail stores and farmers markets that accept EBT cards. You can apply by visiting [www.benefitscal.com](http://www.benefitscal.com) or calling (510) 272-3663."

**SAMPLE LETTER FOR DEMONSTRATION ONLY**

**To:** The Alameda County Workforce Development Board  
24100 Amador Street, 6th Floor  
Hayward, CA 94544-1203  
Rhonda Boykin, Director  
[acwdb@acgov.org](mailto:acwdb@acgov.org)

**To:** Supervisor David Haubert, District 1  
1221 Oak Street, Suite 536  
Oakland, CA 94612

**To:** Mayor Lily Mei  
City of Fremont  
3300 Capitol Avenue  
Fremont, CA 94538

**To:** [EDDWarnNotice@edd.ca.gov](mailto:EDDWarnNotice@edd.ca.gov)

**From:** ABC Manufacturing, Inc.  
5678 Technology Drive  
Fremont, CA 94538

**Contact:** John Smith, HR Director  
(510) 555-1234  
[john.smith@abcmfg.com](mailto:john.smith@abcmfg.com)

**Date:** January 16, 2026

**Subject:** Worker Adjustment and Retraining Notice (WARN) by ABC Manufacturing, Inc.

This letter is notification of the following:

The planned action will be **permanent**. The entire plant will be closed. The expected date of the first separation is **March 1, 2026**. Subsequent separations will occur on the following dates: **March 15, 2026; March 31, 2026**.

The following are the job titles of affected positions and the number of employees to be laid off in each job title and the specific locations:

a. Machine Operator / 25 employees / Fremont, CA

- b. Quality Control Technician / 10 employees / Fremont, CA
- c. Administrative Assistant / 5 employees / Fremont, CA

If bumping rights exist, the rules are as follows: **No bumping rights exist for affected employees.**

If applicable, below are names of each union representing affected employees and the name and address of the chief elected officer of each union:

- a. United Steelworkers Local 123, Jane Doe, President, 567 Union Street, Oakland, CA 94607

Our company plans to coordinate services to affected employees through one of the following:

- The Alameda County Workforce Development Board: Javier Contreras, Rapid Response Coordinator at [Javier.Contreras@acgov.org](mailto:Javier.Contreras@acgov.org) or (510) 259-3831.

We confirm that our notices to affected employees include the following mandatory information on available public services in Alameda County:

"Local Workforce Development Boards and their partners help laid off workers find new jobs. Visit an America's Job Center of California location near you. You can get help with your resume, practice interviewing, search for jobs, and more. You can also learn about training programs to help start a new career. Find out more about the Alameda County Workforce Development Board by visiting <https://acwdb.org/job-seekers/> or emailing [acwdb@acgov.org](mailto:acwdb@acgov.org) or calling (510) 259-3836.

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