

# WARN Notices

## What is a Worker Adjustment Retraining Notification (WARN)?

A California state-required legal notification that requires employers who employed 75 or more full- and part-time employees in the preceding 12 months to give at least a 60-day notice to employees and local representatives before a layoff of 50+ employees or a plant closure involving any number of employees.

## How to File a WARN Notice?

To file a WARN notice, notify affected employees and the entities listed below. WARN notices can be submitted via email, regular mail, or fax. If submitted via email, one notice can be sent to all of the required entities listed below in a single message.

## Who Must Receive the WARN?

Organization	Contact Information
Impacted employees & representatives	Company records
EDD Workforce Services Division	<a href="mailto:eddwarnnotice@edd.ca.gov">eddwarnnotice@edd.ca.gov</a>
NOVAworks Workforce Development Board (for businesses located in San Mateo County or the Santa Clara County cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, or Sunnyvale)	<a href="mailto:business@novaworks.org">business@novaworks.org</a>  <a href="#">Click for workforce boards outside of the NOVAworks region</a>
Chief elected official of the county	San Mateo County Board of Supervisors President <a href="https://www.smcgov.org/bos">https://www.smcgov.org/bos</a>  Santa Clara County Board of Supervisors President <a href="https://home.sccgov.org/government/elected-officials">https://home.sccgov.org/government/elected-officials</a>
Chief elected official of the city or town (usually the mayor)	Available on the city or town’s website
Local labor union officials (if applicable)	Local labor union contact