

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

DATE

COMPANY NAME
COMPANY ADDRESS

To Whom it May Concern:

This letter is intended to provide notice that the Florida Department of Economic Opportunity ("DEO") and the Florida Region XX Local Workforce Development Board ("CareerSource [redacted] Florida") has on several occasions attempted to obtain information from COMPANY NAME, LLC, ("SHORTHAND NAME") relating to laid-off or separated employees of SHORTHAND NAME's CITY, Florida location. The information requested is needed to ensure compliance with the Trade Adjustment Assistance Program enumerated within 19 USC § 2271, *et seq*, based on a Petition being filed with the United States Department of Labor, Office of Trade Adjustment Assistance (Petition No. XX,XXX). To this date, neither CareerSource [redacted] Florida nor DEO have received any response from SHORTHAND NAME related to the repeated requests for information. As a result of the failure to provide the information, DEO will be pursuing further legal action as authorized by State and Federal law, including the issuance of a subpoena for the information under 20 CFR 618.812.

In an attempt to resolve this issue without the need for further legal action, DEO requests that SHORTHAND NAME provide the separation dates and contact information for laid-off or separated employees who worked at the CITY, Florida location, which is located at ADDRESS, from MONTH DAY, YEAR through MONTH DAY, YEAR. Please provide DEO with the requested information within 30 days of the issuance of this demand letter or additional legal action will be taken.

Respectfully,

NAME
Assistant General Counsel or Senior Attorney

cc: COMPANY NAME
COMPANY ADDRESS

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711

NAME

State Trade and Rapid Response Program Coordinator

E_MAIL

NAME

Workforce Program Administrator

E_MAIL

NAME

Local Jobs and Benefits Supervisor

ADDRESS

NAME

Local TAA Coordinator

ADDRESS

STAKEHOLDERS

HERE

ADDRESS