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June 27, 2001

**WORKFORCE TRANSITION**

Mr. James Houck  
Director  
Workforce Transition Unit  
Michigan Department of Career Development  
201 North Washington Square  
Victor Building, 5<sup>th</sup> Floor  
Lansing, MI 48913

Dear Mr. Houck:

This letter will serve as official notice that Commuter Transportation Company will engage in a layoff of employees at 26500 Van Born Road, Dearborn Heights, MI, on or about June 30, 2001. This notice is being provided to your office pursuant to the federal Worker Adjustment Retraining and Notification Act.

The job titles with the number of employees that will be affected in each such classification are attached. The announced layoff is expected to be permanent for all ticket agents. The layoff of drivers is anticipated to be temporary (and less than 6 months in duration) as we plan to reassign them once we receive the Notice to Proceed from the Detroit Metropolitan Airport for the passenger parking lot shuttle service.

Should you have any questions, please contact either of the undersigned.

Yours very truly,

A handwritten signature in black ink, appearing to read "Timothy J. McCarthy".

Timothy J. McCarthy  
President

A handwritten signature in black ink, appearing to read "Paul W. Majka".

Paul W. Majka  
Chief Operating Officer