Steelcase

COPY

December 29, 2008

Ms. Shong-anna Canfora
Rapid Response
611 W. Ottawa St.
Ottawa Building-4th Floor
Lansing, MI 48933

Re: Notice of Possible Mass Layoff

Dear Ms. Canfora,

This letter is to inform you that on December 29, 2008, Steelcase Inc. issued WARN notices to 150 employees at our Grand Rapids Steel Plants; and a separate WARN notice to 150 employees at our Grand Rapids Wood Plant. These notices are in addition to the 300 notices we issued on November 12, 2008.

We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary; however, this notice is being provided in compliance with the federal Worker Adjustment and Retraining Notification (WARN) Act.

The employment sites at which the anticipated layoffs will take place are our Kentwood Manufacturing Complex off of 52nd Street SE, and our Grand Rapids Wood Plant at 4100 68th Street SE in Caledonia; both of which are Headquartered at 901 44th Street, Grand Rapids, MI 49508. The layoffs are expected to be temporary.

The expected date for the first separations is February 27, 2009, or within 14 days thereafter. The layoffs may continue, as needed based on business conditions. There are no bumping rights available to the employees involved.

For further information please contact Dawn Waalkes of Human Resources at 616-475-2182.

Sincerely,

Laurent Bernard
Vice President, Global Human Resources
Steelcase Inc.

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