



Steelcase

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WORKFORCE TRANSITION

Brian Cloyd
Director, Human Resources
Steelcase North America

September 28, 2001

Mr. James Houck
201 N. Washington Square, 5th Floor
Lansing, MI 48913

Re: Notice of Possible Mass Layoff

Dear Mr. Houck:

This letter is to inform you that Steelcase Inc. anticipates that it will lay off an additional 1,000 employees at its Grand Rapids, Wyoming and Kentwood facilities. This notice is being provided to comply with the federal Worker Adjustment and Retraining Notification (WARN) Act. We are hopeful that business conditions will improve and that these anticipated layoffs will not be necessary. Because the WARN Act requires a 60-day advance notice, however, we are compelled to issue this notice at the present time.

The employment sites at which the anticipated layoffs will take place are Steelcase Inc.'s Grand Rapids facilities at 901 44th Street, Wyoming facilities at 3800 Eastern Ave. and the Kentwood facilities at 4380 52nd Street. The layoffs are expected to be temporary.

The expected date for the first separation is November 29, 2001 or within 14 days thereafter. There are no bumping rights available to the employees involved.

The expected number of employees and dates of the separations are as follows:

- 272 Employees on November 29, 2001 or within 14 days thereafter
- 254 Employees on December 6, 2001 or within 14 days thereafter
- 252 Employees on January 7, 2002 or within 14 days thereafter
- 248 Employees on January 21, 2002 or within 14 days thereafter

For further information, please contact Brian Cloyd, at (616) 475-2009.



Mr. James Houck
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Sincerely,

A handwritten signature in black ink that reads "Brian Cloyd". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Brian Cloyd
Director, Human Resources
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