

# Whatman®

**Whatman Inc.**

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14 March 2002

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

RE: Site Closing Notification

Dear Mr. Houck,

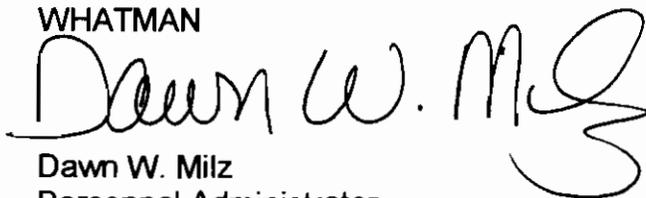
The Employees at Whatman Inc. – Ann Arbor were informed on 11 December 2001 that the site would be closing. As the details of the closing plan continue to be developed we now believe the lay-offs will take place in phases beginning this summer and affect approximately 75 Employees.

Please accept this letter as notification to you and your department of our site's closing intentions. Whatman would like to take every necessary step to facilitate the registration of our employees into State programs that are available to individuals being terminated due to facility closings.

It is my understanding that Whatman is now able to host a Rapid Response Meeting in order to learn how we might coordinate activities between our Employees and State agencies. I have spoken with Deborah Hennessey in this regard and she and I have set a tentative date for this meeting.

Sincerely,

WHATMAN



Dawn W. Milz  
Personnel Administrator

cc: Deborah Hennessey

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