



January 20, 2015

Ms. Stephanie Beckhorn, WIA Manager
Workforce Development Agency, State of Michigan
201 North Washington Square, 5th Floor
Lansing, MI 48913

Re: WARN Act Notice/Mass Layoffs

Dear Ms. Beckhorn:

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"), 29 USC 2101, *et seq.*, which requires employers to give official notice to certain governmental units or officials of a pending mass layoff. It appears a layoff may be necessary effective January 9, 2015, due to an unexpected business contingency. The address of the affected facility is:

2510 Snow Road
Lansing, MI 48917

The layoffs at this facility may affect all salary and union employees. The chief elected official of this union is Joe Crum. He may be contacted at (517) 307-8396. The job titles affected by the layoff and the number of affected employees in each job classification are listed in the attached document.

Employees represented by the union may possess bumping rights under contract. Additionally, at present, the company does not know which, if any, employees will be recalled from layoff.

Thank you for your attention to this matter. Should you have any questions or concerns, please feel free to contact me (see contact information below).

Very truly yours,

A handwritten signature in cursive script that reads 'Iris Truitt'.

Iris Truitt
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Enclosure