

3/19/2020

Dear: Mr. Marcotte

This letter will serve as notice that ZF Chassis Components intends to temporarily suspend operations at its facility located at 3300 John Conley Dr. This sudden action was necessitated by unforeseeable business circumstances brought about by the Coronavirus.

It is anticipated that approximately 240 employees will be temporarily laid off as a result of the layoff. The expected date of the first separation due to the layoff is March 23, 2020. A list of the job titles with the number of affected employees in each job classification is available at the Company's facility.

Should you have any questions, please contact Karen Rosso, 3300 John Conley Dr, and 810-245-7114.

Sincerely,



Karen Rosso
HR Manager

