

Peak Workforce Solutions 9204  
127 Tanner Rd  
GreenvilleSC29607  
April 6, 2020

**VIA OVERNIGHT MAIL AND EMAIL**

To Whom It May Concern:

This letter is to inform you that as a result of unforeseen business circumstances resulting from the sudden and unprecedented effects of the coronavirus outbreak on our business, Peak Workforce Solutions will conduct layoffs at the following facility, located at 32059 Schoolcraft Rd Livonia,MI 48150. This layoff is due to COVID-19. At this time and based on the information currently available, we anticipate that that layoffs will be temporary.

The temporary layoffs in connection with this action are expected to occur until the business conditions caused by the COVID- 19 pandemic allow us to resume normal operations. Following are the job titles of positions to be affected, and the number of affected employees in each job classification;

Temporary Staffing - 30

The affected employees at this facility are not represented by a union. There are no bumping rights for affected employees.

We apologize that we were unable to provide more advance notice of the action. We are providing this notice as soon as possible in light of the rapidly-developing events surrounding coronavirus outbreak. The speed and vast reach of the coronavirus outbreak, as well as the declarations of a state of emergency and directives at the federal, state and local level were unforeseeable and is causing, and will continue to cause, among other things, a drastic impact on the company's business. After reviewing our staffing and business needs, we are providing this notice at the earliest possible time.

We are providing this information out of an abundance of caution based on information currently available. You may contact me at the phone number listed below if you have questions or want additional information.

Sincerely,  
Gunter Langston  
VP of HR  
864-297-3748