

July 10, 2020

VIA Overnight Delivery

Jimelle Howard and/or Brian Marcotte
WIOA Dislocated Services Section Manager
Workforce Development – Targeted Services Division
201 North Washington Square, 5th Floor
Lansing, MI 48913



Dear Government Official:

We are writing to inform you that Amway Hotel Corporation (the “Company”) will be conducting layoffs at the following hotels:

- At Amway Grand Plaza Hotel, located at 187 Monroe NW, the Company will lay off 355 employees; and
- At JW Marriott, located at 235 Louis St. NW, the Company will lay off 144 employees; and
- At Courtyard by Marriott, located at 11 Monroe Ave. NW, the Company will lay off 50 employees; and
- At AC Hotel, located at 50 Monroe Ave. NW, the Company will lay off 31 employees.

These employee separations are expected to commence on July 31, 2020. We are providing you as much notice as practical given that the layoffs have become necessary due to the COVID-19 pandemic, a natural disaster, and/or the unforeseeable business circumstances related thereto.

Exhibit A to this letter sets forth a list containing the job titles of all employees affected by these layoffs, and the number of affected employees in each such job classification expected to be laid off on the scheduled separation dates.

The foregoing separations are expected to be temporary, but given the unpredictable nature of this pandemic we cannot accurately predict at this point when or if employees may be recalled. The indefinite layoff affected employees and employees whose positions are eliminated do not have the right to choose to “bump” (i.e., displace) other employees. None of the affected employees are represented by a labor union.

Should you have any questions, please contact Steve Nawrocki, Vice President of Human Resources, at (616) 406-5551 and snawrockit@ahchospitality.com.

Very truly yours,

A handwritten signature in black ink, appearing to be "S. Nawrocki".

Steve Nawrocki
VP of Human Resources
Amway Hotel Corporation

EXHIBIT A – Separated Employees

Job Title	Expected Separation Date is July 31, 2020	Number of employees with such Job Title and such expected Separation Date
Audio Visual Technician		9
Accounting Clerk		5
Administrative Assistant		9
Baker		2
Banquet Worker		32
Barista		9
Bartender		12
Bell Worker		5
Building and Grounds		3
Butcher		1
Cashier		3
Catering Manager		1
Chef Manager		4
Concierge		4
Convention Service Manager		4
Cooks		34
Cosmetologist-Spa Worker		19
Delivery Driver		2
Dishwasher		64
Fitness Center Attendant		2
Front Desk Agent		38
Hosts		10
Housekeeping Supervisor		13
Housekeeping Workers		103
House-Person		24
Human Resources Manager		2
IT Helpdesk Technician		2
Laundry Worker		30
Maintenance Worker		6
Operations Manager		2
Painter		3
Pastry Worker		9
Receiving Clerk		4
Restaurant Manager		5
Retail Agent		4
Sales Manager		5
Server-Wait Staff		40
Valet Parking Staff		64