



**Liberty
Mutual**

Liberty Mutual Group

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January 7, 2003

Ms. Vicki Enright, Director
Office of Workforce Development
Michigan Department of Career Development
Workforce Programs
Victor Office Center – 5th Floor
201 North Washington Square
Lansing, MI 48913

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MDCD-OWD
JAN 13 2003
DIRECTOR'S OFFICE

Dear Ms. Enright,

In accordance with the requirements of the Worker Adjustment and Retraining Notification Act, please accept this letter as formal notification of a “plant closing,” as that phrase is defined in Section 2 (a) of the Act.

On June 27, 2003 Liberty Mutual Insurance Group will close its office at its present location at 30200 Telegraph Road, Bingham Farms, MI. The shutdown is expected to be permanent. Attached is a list of the number of affected employees according to job classifications. None of these employees is represented by a union.

Any affected employee who has not been placed into another position remaining in the Bingham Farms office will be terminated as of the close of the business day on June 27, 2003. There are no applicable bumping rights.

If you have questions or comments, please call me at (617) 357-9500 extension 43444 or you may write to me at the address provided at the top of this letter.

Sincerely,

Jan Dempsey
VP & Manager Human Resources and Administration

Attachment

**Bingham Farms, Michigan Office Closing
Affected Employees by Job Title**

<u>Job Title</u>	<u>Number of Employees</u>
Service Department	
Sr. Office Assistant	9
Secretary	2
Service Representative	27
Quality Assurance Associate	2
Service Specialist	14
Telecenter Training Specialist	2
Service Supervisor	5
Team Manager	2
Service Center Manager	1
Claims Department	
Office Assistant	3
Bill Payment Specialist	1
Insurance Assistant	6
Sr. Secretary	1
Sr. Claims Representative	10
Auto Damage Appraiser	4
Sr. Auto Damage Appraiser	2
Claims Rep Supervisor	1
Claims Rep Supervisor II	1
Supervisor III	1
Claims Specialist	6
Sr. Claims Specialist	7
Director Special Investigations	1
Supervising Appraiser	1
Team Manager	3
Claims Manager	1
Information Systems Department	
Technical Analyst	1
Sr. Technical Analyst	1
Total:	115