



Division of S.H. Leggitt Co.

450 Leggitt Road
Marshall, Michigan 49068
(269) 781-3901
1-800-447-9513
FAX (269) 781-1112

RECEIVED
MDOD-OWD

OCT 6 2003

WORKFORCE TRANSITION

September 30, 2003

James Houck, Director
Workforce Transition Unit
Michigan Jobs Commission
201 N. Washington Square, 5th Floor
Lansing, MI 48913

Re: Notice of Layoff

Dear Mr. Houck:

This letter is to inform you that Marshall Brass Company anticipates that it will lay off employees at its facility located at 450 Leggitt Road in Marshall, Michigan. We do not believe that these layoffs are subject to the Worker Adjustment and Retraining Notification ("WARN") Act, but we are providing this notice voluntarily as encouraged by section 7 of the Act

The expected date for the first separations is December 1, 2003, or within 14 days thereafter with the completion by the end of December 2003. We expect to eliminate up to 23 jobs in our assembly operations.

For further information, please contact Beth E. Uhl, at (269) 789-3118.

Sincerely,

MARSHALL BRASS COMPANY

By: Paul Gilliland

Title: Vice-President & General Manager