



CORPORATE HEADQUARTERS
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November 6, 2003

Mr. James Houck, Director
Workforce Transition Unit
Michigan Department of Career Development
Workforce Programs
Victor Office Center - 5th Floor
201 North Washington Square
Lansing, Michigan 48913

Dear Director Houck:

This letter serves as written notice required by Section 1290.10 of the Worker Adjustment and Re-Training Notification Act, Public Law 100-379 (29 U.S.C. 2101, et seq.), and the Regulations found in 20 C.F.R. Part 639.7(f), that permanent layoffs will occur at Means Industries, Vassar Plant located at 872 E. Huron St., Vassar, MI 48768. The employee separations will commence on or about January 6, 2004 or within 14 days thereafter. Approximately 80 employees at the facility will be separated as a result of the layoff.

If you wish more details, or have any questions, please feel free to call me at 989 771 3443.

Sincerely,

A handwritten signature in black ink that reads "Joseph P. Derderian". The signature is fluid and cursive.

Joseph P. Derderian
Corporate Human Resources
Director