

August 30, 2002

Michelle Hawk  
223 Second Street  
Manton, MI 49663

Dear Michelle:

Please be informed that due to high inventory levels, effective September 3, 2002 you will be placed on a temporary layoff status. We regret having to take this action, however, the lower sales volume will no longer support the costs of carrying inventory at this level.

Your paycheck will be mailed to your home within 10 days. This check will include your pay (less required deductions, including for employee purchases) through September 2, 2002, as well as any earned, but unused vacation and personal time. For Unemployment purposes, this pay will be allocated to the weeks ending September 6<sup>th</sup> and September 13<sup>th</sup>.

As an additional reminder, you should report in person to the Michigan Works office (MESA) at 1909 N. Mitchell on September 4, 2002 at 2:00 PM. MESA requires you to provide your drivers license and social security card.

Thank you for your service to Rexair, Inc. and we wish you the best in your career.

Sincerely,



Bruce M. Schafer  
Vice President of Manufacturing

BMS:bd

Enclosures

Michigan Works (MESA) is an area agency that assists people who lose their jobs because of major layoffs. Their funding comes from the State and Federal governments and is supported by your tax dollars. The following services are available at Cadillac's local office:

- \* Direct assistance with your re-employment efforts
- \* Exploring other career options
- \* One-on-one help with developing and producing a resume
- \* Practice with interviewing skills and job applications

**ALL SERVICES PROVIDED ARE AT NO COST TO YOU.** To set up an appointment, please call the unemployment office at 775-3408 and ask for Julie Lattimer, Laura Borchers or Kelly Miller.

---

We also have information that several area businesses are or will be hiring for office, skilled trades, maintenance, and production positions. Please call the companies listed below for further information:

AAR – 779-4857

AVON TECHNOLOGIES – 876-1343