

CERES
enterprises, llc.
BUILDING | DEVELOPMENT | MANAGEMENT

March 18, 2020

To whom this may concern:

This is to serve notice that our hotel management company, Ceres Enterprises, is temporarily having a mass lay off of most of, if not all, of the staff at our hotels due to the COVID-19 virus. We operate two hotels in the Indianapolis area, Cambria Hotel Noblesville and Cambria Hotel Westfield. We began the layoff process as of March 16, 2020. We anticipate to return our staff to employment as soon as possible. The positions affected include sales staff, front desk, kitchen, maintenance, and housekeeping. I have enclosed the notice given to the employees and each of their General Managers was given information for their workers to apply for Unemployment. I have also enclosed a list of the affected staff at each location noted below:

Cambria Hotel Noblesville
13500 Tegler Dr.
Noblesville, IN 46060 317-773-4970

Cambria Hotel Westfield
18592 Carousel Lane
Westfield, IN 46074 317-896-3000

Sincerely,



Deborah Nigro
HR Manager
Ceres Enterprises
835 Sharon Dr., Suite 400
Westlake, OH 44145
440-617-9385, x106 Office
216-403-3494 Cell

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To: _____

In recent days, due to the current health care crisis involving the COVID-19 virus, we have been diligently trying to come to a solution for the sustainment of our hotels and our employees. The decisions of our government officials to safeguard our population has greatly affected corporate industries and travel industries. Thus, we in the hotel industry have been greatly affected.

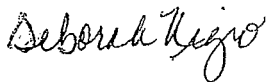
At this time, we will be reducing our staff as business or government warrants. This letter serves as a lay-off notice and your position is being suspended until further notice. We advise you to apply for unemployment benefits and we will agree to the payment of unemployment benefits on your behalf. . Please see additional information I have included as it applies in your state for your employees to apply for benefits.

At this point in time we do not know the length of the lay-off as many components are beyond our control during this crisis. We will do everything in our power to return to the full operation of our hotels as soon as possible.

Sincerely,



David Crisafi
President
Ceres Enterprises



Deborah Nigro
HR Manager
Ceres Enterprises