



March 23, 2020

Via Certified Mail and Email (warn-notice@dwd.in.gov)

Indiana Department of Workforce Development
Attn: Ashley Gatlin
Program Director, Rapid Response
Dislocated Worker Unit, SE311
10 North Senate Avenue
Indianapolis, IN 46204-2277

Re: Furlough at the DoubleTree by Hilton South Bend

Dear Ms. Gatlin:

I am writing on behalf of the DoubleTree by Hilton South Bend (hereinafter "the Company") to give you notice that there will be a partial closure of the DoubleTree by Hilton South Bend, located at 123 N. Dr. Martin Luther King Jr. Blvd, South Bend, Indiana 46601 on March 20, 2020. The partial hotel closure includes reducing room inventory by 70%, closing of Baker's Bar & Grille, and limited access to public facilities. This closure is expected to be temporary and will affect 100 employees.

While we believe the furlough to be temporary and may not trigger state or federal WARN Act notice requirements, we do not know what the future will hold at this juncture and are providing the following information to ensure you are fully informed and in an abundance of caution. Should any notice be required, notice was given as soon as possible given the unforeseen circumstances of a loss in business due to the unprecedented COVID-19 pandemic, the National Emergency declared by the President of the United States, and the State of Emergency declared by the Governor of Indiana. The COVID-19 pandemic has crippled the Company's business and businesses around the Country causing notice to not be foreseeable at the time that notice would have been required to be given.

All affected employees have been notified of their furlough dates and that their furlough from employment is believed to be temporary. Employees are expected to be furloughed from employment beginning on March 13, 2020, with all furloughs completed by March 20, 2020.

Attached is a list of the job positions and number of individuals who will be affected by the layoff. Furloughed employees do not have bumping rights.

If you have any questions or want additional information concerning this matter, please contact Dave Waymire at 574-283-7102 and david.waymire@hilton.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Waymire", written over a horizontal line.

Dave Waymire, General Manager