



May 4, 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: 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 our hotel has opened for business as of May 4, 2020. As our previous correspondence indicated, there was a total closure of the DoubleTree by Hilton South Bend, located at 123 N. Dr. Martin Luther King Jr. Blvd, South Bend, Indiana 46601 on March 27, 2020.

As we believed the furlough was temporary and may not have triggered state or federal WARN Act notice requirements. We 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.

All affected employees have been notified of their recall date of May 4, 2020. A few Executive Team Managers were recalled on April 29, 2020.

Attached is a list of the job positions and number of individuals who were temporarily furloughed in March and recalled to work.

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,

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General Manager