



July 17, 2020

Ms. Ashley Gatlin  
Program Director, Rapid Response  
Department of Workforce Development  
10 N Senate Ave  
SE311  
Indianapolis, IN 46204

Dear Ms Gatlin:

Re: Notice of Job Actions

This letter is to inform you that, due to the unprecedented and ongoing impact of the novel coronavirus and related governmental actions, Embassy Suites Employer LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at Embassy Suites Hotel Indianapolis Downtown

We are taking these actions because of COVID-19 related business circumstances that were not reasonably foreseeable at the time notice would have been required. We did not and could not have foreseen how broadly and deeply the COVID-19 epidemic would spread and affect our business; nor did we foresee that "lockdown" orders, initially issued for short durations in certain specific cities, would spread throughout the country and be constantly and continually extended and/or changed, thus not merely interrupting commerce and travel for a short period, but now disrupting commerce and travel for the foreseeable future.

We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties Hilton and our entire industry face in projecting future staffing needs under these unprecedented circumstances. We would have liked to have given you more advance notice of this action, but were unable to do so due to these factors and the rapidly evolving impact of the novel coronavirus epidemic national disaster and national emergency. We are providing this notice as the Worker Adjustment and Retraining Notification Act, and any applicable state law, encourages employers to provide



actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, and any applicable state law, this letter is intended to fulfill any notice requirements.

Please let me know if you have any questions, or if I can be of further assistance to you during this time. I can be reached at 317-523-6425

Sincerely,

Michael Kauffeld  
General Manager  
Embassy Suites by Hilton  
Indianapolis Downtown

Schedule of Job Actions Below

**SCHEDULE OF JOB ACTIONS  
Embassy Suites Indianapolis Downtown  
110 West Washington Street  
Indianapolis, IN 46204  
As of July 17, 2020**

**Temporary Furloughs:**

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on March 17, 2020 at which time it was forced to implement temporary furloughs. The Company reasonably expected these furloughs to last 6 months or less.

**Positions Now Affected by Temporary Furloughs Expected to Last Longer Than Six Months:**

The Company now expects the temporary furloughs of approximately 26 employees to last longer than 6 months. The Company is still hopeful that it may be able to return some of these employees to work sooner, but that is no longer the Company's best estimate based on the information available to it at this time.