

THE WESTIN INDIANAPOLIS  
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Honorable Joe Hogsett, Mayor  
Indianapolis and Marion County  
2501 City-County Building  
200 East Washington Street  
Indianapolis, IN 46204

To Whom It May Concern:

I am writing on behalf of the Westin Hotel Indianapolis (the "Hotel") located at 241 W Washington St, Indianapolis, IN 46204. The COVID-19 public health crisis continues to have a profound and sustained effect on the global economy and has created unprecedented challenges for the lodging industry, and the Hotel is no exception. Due to the crisis, Hotel employees have been impacted by layoffs or significant loss of hours.

At this time we believe the layoff to be temporary, such that it would not trigger state or federal Worker Adjustment Retraining Notification Act (the "WARN Act") requirements. However, the duration of the current crisis, and its continued impact on our business, is unclear. Travel for both business and pleasure will take some time to rebound, so unfortunately it is impossible to predict with any certainty when we will be able to recall affected employees. Therefore, out of an abundance of caution, we are providing this notice to comply with any obligations we may have under the WARN Act. We are doing so as soon as was practicable given the continuing uncertainty of the duration of the COVID-19 crisis, which as you know is recognized as a global pandemic, natural disaster, physical calamity, and designated National Emergency.



Impacted employees are being notified, beginning May 7, 2020, that the duration of the layoffs may be extended beyond the time originally thought. The Hotel's employees are not represented by a union, and no bumping rights exist for employees.

Below is a list of the affected job classifications and the number of affected employees in each job classification.

Please contact me at (317) 231-3914 or [andy.seal@westinindianapolis.com](mailto:andy.seal@westinindianapolis.com) if you have any questions.

Sincerely,

General Manager

Accounting Clerk	3	Administrative Staff	5
Bartender	6	Banquet staff	31
Restaurant Staff	16	Housekeepers	9
Front Desk Agent	13	Phone Operators	6
Cooks	12	Engineers	7
Housekeeping Staff	15	Security Guards	3
Managers	18		

