

January 24, 2020

*Via UPS Overnight Delivery*

Mr. Brian Marcotte  
WIOA Dislocated Services Section Manager  
Workforce Development – Targeted Services Division  
201 North Washington Square  
5<sup>th</sup> Floor  
Lansing, MI 48913



Re: Announcement of Planned Action (Mass Layoff)

Dear Mr. Marcotte:

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (“WARN”). Latcha and Associates, L.L.C. recently suffered the loss of one its most significant customer accounts.

In response to this significant downturn in business, Latcha and Associates, L.L.C. has been forced to immediately undergo a company-wide restructuring, which will result in a mass layoff at its Farmington Hills facility located at 24600 Hallwood Court, Farmington Hills, MI 48335. This mass layoff is expected to be permanent.

Effective January 24, 2020, Latcha and Associates, L.L.C. notified all affected employees of their upcoming separation date and that their separation from employment will be permanent. The affected employees are expected to be separated from employment on March 31, 2020, with all separations accomplished on that same date. Attached is a list of the job titles/positions and number of employees in these positions who will be affected by the mass layoff. However, the exact number of employees has not been determined. The site is not closing in its entirety.

There is no union representing the affected employees, and there are no bumping rights associated with this mass layoff.

Should you have questions or want additional information concerning this matter, please contact Krystal Bischof or Sue Dailey of Latcha and Associates, L.L.C.’s Human Resources Department at 248-482-0673 or 248-482-4619.

Sincerely,

A handwritten signature in black ink, appearing to read "Krystal Bischof".

Krystal Bischof  
Human Resources Manager  
Latcha and Associates, L.L.C.

cc: Mayor Ken Massey, City of Farmington Hills, Michigan

