

# Oakwood

January 28, 2020

**VIA OVERNIGHT DELIVERY**

Workforce Development Agency, State of Michigan  
WIOA Title I Section  
Krista Johnson, Manager  
201 N. Washington Sq., 5th Floor  
Lansing, Michigan 48913



Re: **WARN NOTICE - MASS LAYOFF – OAKWOOD WORLDWIDE (US) LP –  
FEIN # 95 2221188**

Dear Ms. Krista Johnson:

Please be advised that Oakwood Worldwide (US) LP (“Oakwood” or the “Company”) is undergoing an additional reduction in its workforce on March 30, 2020, which will result in a permanent layoff of two (2) additional employees at its facility located at 40000 Grand River Avenue Suite #304, Novi, MI 48375, due to streamlining of the organization in light of new corporate goals.

A list of the affected job titles and the number of employees per classification for Oakwood’s first reduction in force that occurred on December 30, 2019 (attached as **Exhibit 1**) and additional reduction in force that is scheduled to occur on March 30, 2020 (attached hereto as **Exhibit 2**). The layoffs will be permanent. No union represents the affected employees and no bumping rights will exist. The separations will be effective March 30, 2020. The site is not closing in its entirety.

For further information regarding this matter, please contact me at 1 World Trade Center, 24th Floor, Long Beach, California 90831, or via telephone at (562) 473-7383.

Sincerely,

Hortencia Garcia  
Director, Employee & Labor Relations  
Oakwood Worldwide (US) LP

Attachment

**EXHIBIT 1**

**AFFECTED JOB TITLES & NUMBER OF EMPLOYEES PER CLASSIFICATION**

<b>Date of Anticipated Layoff</b>	<b>Location &amp; Affected Job Titles</b>	<b>Number of Employees Per Classification</b>
	<b>Arlington OAM: 1550 Clarendon Blvd , Arlington, VA 22209</b>	<b>Total: 2</b>
December 30, 2019	Sales & Marketing Rep	1
December 30, 2019	Warehouseman	1
	<b>Baltimore Field Office: 888 Airport Park Road Suite A, Glen Burnie, MD 21061</b>	<b>Total: 1</b>
December 30, 2019	Assistant Manager, Ops	1
	<b>Boston Field Office: 1 India Street , Boston, MA 02109</b>	<b>Total: 6</b>
December 30, 2019	General Manager, Market	1
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Housekeeper II	2
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Warehouseman	1
	<b>Boston Home Services: 30 Sixth Road Suite E, Woburn, MA 01801</b>	<b>Total: 3</b>
December 30, 2019	Housekeeper II	2
December 30, 2019	Manager, Operations	1
	<b>Burbank Field Office: 10950 Sherman Way Suite #120, Burbank, CA 91505</b>	<b>Total: 7</b>
December 30, 2019	Assistant General Manager, Market	2
December 30, 2019	Guest Service Rep II	2
December 30, 2019	Guest Service Rep III	2
December 30, 2019	Housekeeping Services Coordinator	1
	<b>Charlotte Field Office: 2401 Whitehall Park Drive Suite #650, Charlotte, NC 28273</b>	<b>Total: 4</b>
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Reservation Spec III	1
December 30, 2019	Utility Worker	1
	<b>Chicago IL Field Office: 1175 Tower Road , Schaumburg, IL 60173</b>	<b>Total: 3</b>
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Manager, Market	1
December 30, 2019	Manager, Operations	1
	<b>Crystal City OAM: 400 15th Street South , Arlington, VA 22202</b>	<b>Total: 4</b>
December 30, 2019	Guest Service Rep I	2
December 30, 2019	Maintenance Specialist	1
December 30, 2019	Warehouseman	1

	<b>Dallas Field Office: 2033 Chennault Drive Suite 136, Carrollton, TX 75006</b>	<b>Total: 1</b>
December 30, 2019	Manager, Market	1
	<b>Denver Field Office: 7808 Cherry Creek Drive South Suite 404, Denver, CO 80231</b>	<b>Total: 1</b>
December 30, 2019	Manager, Operations	1
	<b>Detroit Field Office: 40000 Grand River Avenue Suite #304, Novi, MI 48375</b>	<b>Total: 3</b>
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Manager, Market	1
December 30, 2019	Utility Worker	1
	<b>Northern VA Home Services: 6692 Fleet Drive , Alexandria, VA 22312</b>	<b>Total: 13</b>
December 30, 2019	Assistant General Manager, Market	1
December 30, 2019	Housekeeper I	3
December 30, 2019	Housekeeper II	1
December 30, 2019	Maintenance Specialist	1
December 30, 2019	Manager, Operations	1
December 30, 2019	Office Supervisor	1
December 30, 2019	Utility Worker	3
December 30, 2019	Warehouseman	2
	<b>Northern Virginia: 5175 Park Stone Drive Suite 100, Chantilly, VA 20151</b>	<b>Total: 4</b>
December 30, 2019	Admin Assistant I	1
December 30, 2019	Customer Rep I	1
December 30, 2019	Instructional Designer	1
December 30, 2019	Reservation Spec III	1
	<b>Oakwood Chicago River Nor: 220 W. Illinois Street , Chicago, IL 60654</b>	<b>Total: 1</b>
December 30, 2019	Sales & Marketing Rep	1
	<b>Oakwood Mountain View-MT: 881 E. El Camino Real , Mountain View, CA 94040</b>	<b>Total: 5</b>
December 30, 2019	Assistant Manager, Ops	1
December 30, 2019	Assistant General Manager, Market	1
December 30, 2019	General Manager, Market	1
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Maintenance Service Coordinator	1
	<b>Oakwood Portland: 1155 NW Everett St. , Portland, OR 97209</b>	<b>Total: 1</b>
December 30, 2019	Manager, Property	1
	<b>Philadelphia Field Office: 2930 Chestnut Street Suite 715, Philadelphia, PA 19104</b>	<b>Total: 1</b>
December 30, 2019	Reservation Spec III	1
	<b>Philadelphia Home Service: 5800 Ellwood Avenue Unit K, Bristol, PA 19007</b>	<b>Total: 2</b>
December 30, 2019	Manager, Market	1
December 30, 2019	Manager, Operations	1

	<b>Raleigh Field Office: 991 Aviation Parkway Suite 600, Morrisville, NC 27560</b>	<b>Total: 7</b>
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeeper II	4
December 30, 2019	Reservation Spec III	1
December 30, 2019	Sales & Marketing Rep	1
	<b>Redwood City OAM: 2580 El Camino Real , Redwood City, CA 94061</b>	<b>Total: 1</b>
December 30, 2019	Sales & Marketing Rep	1
	<b>Remote Alabama: 1 World Trade Center, 24 Floor , Long Beach , CA 90831</b>	<b>Total: 1</b>
December 30, 2019	Guest Service Rep II	1
	<b>San Diego Field Office: 4863 Shawline Street Suite B, San Diego, CA 92111</b>	<b>Total: 2</b>
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Manager, Market	1
	<b>Seattle Field Office: 3215 South 116th Street Suite 121, Tukwila, WA 98168</b>	<b>Total: 7</b>
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeep Services Coordinator II	2
December 30, 2019	Housekeeper II	1
December 30, 2019	Housekeep Services Coordinator	1
December 30, 2019	Utility Worker	1
December 30, 2019	Warehouseman	1
	<b>Silicon Valley: 874 East El Camino Real , Sunnyvale, CA 94087</b>	<b>Total: 1</b>
December 30, 2019	Sales & Marketing Rep	1
	<b>Worldwide Sales &amp; Service Center: 9630 N. 25th Avenue Suite 300, Phoenix, AZ 85021</b>	<b>Total: 64</b>
December 30, 2019	A/P Processor	3
December 30, 2019	A/R Coordinator II	8
December 30, 2019	Customer Rep I	5
December 30, 2019	Customer Rep II	9
December 30, 2019	Director, Inside Sales	1
December 30, 2019	Director, WSSC Operations	1
December 30, 2019	Help Desk Technician II	1
December 30, 2019	Learning & Develop Spec	1
December 30, 2019	Manager, WSSC Operations	2
December 30, 2019	Pricing Analyst II	1
December 30, 2019	Reservation Spec I	4
December 30, 2019	Reservation Spec II	8
December 30, 2019	Reservation Spec III	7
December 30, 2019	Revenue Specialist I	2
December 30, 2019	Revenue Specialist II	1
December 30, 2019	Revenue Specialist III	2
December 30, 2019	Sales Representative	4
December 30, 2019	Supervisor, WSSC Ops	4

**Home Office Los Angeles: 1 World Trade Center, 24 Floor , Long Beach ,  
CA 90831**

**Total: 11**

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December 30, 2019	Account Executive	2
December 30, 2019	Buyer	1
December 30, 2019	Communication Services Lead	1
December 30, 2019	Director, App Systems	1
December 30, 2019	Financial Analysis Director	1
December 30, 2019	Global Sales Ops Director	2
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Revenue Manager	1
December 30, 2019	VP, Procurement	1

## EXHIBIT 2

### AFFECTED JOB TITLES & NUMBER OF EMPLOYEES PER CLASSIFICATION

#### ADDITIONAL REDUCTION IN WORKFORCE

Date of Anticipated Layoff	Location & Affected Job Titles	Number of Employees Per Classification
	<b>Arlington OAM: 1550 Clarendon Blvd Arlington VA 22209</b>	<b>Total: 4</b>
March 30, 2020	Housekeeper I	1
March 30, 2020	Housekeeper II	3
	<b>Baltimore Field Office: 888 Airport Park Road Suite A Glen Burnie MD 21061</b>	<b>Total: 2</b>
March 30, 2020	Housekeeper II	2
	<b>Boston Field Office: 1 India Street Boston MA 02109</b>	<b>Total: 1</b>
March 30, 2020	Housekeeper II	1
	<b>Boston Home Services: 30 Sixth Road Suite E Woburn MA 01801</b>	<b>Total: 2</b>
March 30, 2020	Housekeeper II	1
March 30, 2020	Utility Worker	1
	<b>Charlotte Field Office: 2401 Whitehall Park Drive Suite #650 Charlotte NC 28273</b>	<b>Total: 4</b>
March 30, 2020	Assistant General Manager, Market	1
March 30, 2020	Housekeep Service Coordinator II	1
March 30, 2020	Housekeeper II	2
	<b>Chicago IL Field Office: 1175 Tower Road Schaumburg IL 60173</b>	<b>Total: 3</b>
March 30, 2020	Housekeeper II	2
March 30, 2020	Inventory Specialist II	1
	<b>Crystal City OAM: 400 15th Street South Arlington VA 22202</b>	<b>Total: 8</b>
March 30, 2020	Guest Service Rep I	1
March 30, 2020	Guest Service Rep II	1
March 30, 2021	Housekeeper I	3
March 30, 2020	Housekeeper II	2
March 30, 2020	Manager, Property	1
	<b>Denver Field Office: 7808 Cherry Creek Drive South Suite 404 Denver CO 80231</b>	<b>Total: 6</b>
March 30, 2020	Admin Assistant I	1
March 30, 2020	Housekeeper II	4
March 30, 2020	Inventory Specialist I	1
	<b>Detroit Field Office: 40000 Grand River Avenue Suite #304 Novi MI 48375</b>	<b>Total: 2</b>
March 30, 2020	Housekeep Service Coordinator II	1
March 30, 2020	Housekeeper II	1
	<b>Northern VA Home Services: 6692 Fleet Drive Alexandria VA 22312</b>	<b>Total: 21</b>
March 30, 2020	Assistant Manager, Ops	1
March 30, 2020	Housekeeper I	6
March 30, 2020	Housekeeper II	6
March 30, 2020	Housekeeping Service Coordinator	1

March 30, 2020	Supervisor, Housekeeping	1
March 30, 2020	Utility Worker	6
	<b>Northern Virginia: 5175 Park Stone Drive Suite 100 Chantilly VA 20151</b>	<b>Total: 2</b>
March 30, 2020	Admin Assistant I	1
March 30, 2020	Inventory Specialist I	1
	<b>Oakwood Mountain View-MT: 881 E. El Camino Real Mountain View CA 94040</b>	<b>Total: 8</b>
March 30, 2020	Admin Assistant I	1
March 30, 2020	Assistant Manager, Ops	1
March 30, 2020	Housekeep Service Coordinator II	1
March 30, 2020	Housekeeper II	5
	<b>Oakwood Portland: 1155 NW Everett St. Portland OR 97209</b>	<b>Total: 1</b>
March 30, 2020	Housekeeper II	1
	<b>Oakwood South Lake Union: 717 Dexter Ave N. Seattle WA 98109</b>	<b>Total: 2</b>
March 30, 2020	Housekeep Service Coordinator II	1
March 30, 2020	Sales & Marketing Rep	1
	<b>Philadelphia Home Service: 5800 Ellwood Avenue Unit K Bristol PA 19007</b>	<b>Total: 4</b>
March 30, 2020	Guest Service Rep III	1
March 30, 2020	Housekeep Service Coordinator II	1
March 30, 2020	Housekeeper II	1
March 30, 2020	Utility Worker	1
	<b>Raleigh Field Office: 991 Aviation Parkway Suite 600 Morrisville NC 27560</b>	<b>Total: 1</b>
March 30, 2020	Housekeeper II	1
	<b>Redwood City OAM: 2580 El Camino Real Redwood City CA 94061</b>	<b>Total: 2</b>
March 30, 2020	Housekeeper II	2
	<b>Remote Hawaii: Honolulu HI 96818</b>	<b>Total: 1</b>
March 30, 2020	Inventory Specialist II	1
	<b>Remote North Carolina: Charlotte NC 28273</b>	<b>Total: 1</b>
March 30, 2020	Global Supply Chain Coordinator	1
	<b>Seattle Field Office: 3215 South 116th Street Suite 121 Tukwila WA 98168</b>	<b>Total: 6</b>
March 30, 2020	Guest Service Rep III	1
March 30, 2020	Housekeeper II	3
March 30, 2020	Inventory Specialist II	1
March 30, 2020	Utility Worker	1
	<b>Stamford Field Office: 401 Shippan Avenue Stamford CT 06902</b>	<b>Total: 2</b>
March 30, 2020	Guest Service Rep III	1
March 30, 2020	Inventory Specialist II	1
	<b>Stamford Home Services: 401 Shippan Ave Stamford CT 06902</b>	<b>Total: 3</b>
March 30, 2020	Housekeeper II	3
	<b>Worldwide Sales &amp; Service Center: 9630 N. 25th Avenue Suite 300 Phoenix AZ 85021</b>	<b>Total: 8</b>
March 30, 2020	A/P Processor	3
March 30, 2020	A/R Coordinator II	2

March 30, 2020	Mail Clerk	1
March 30, 2020	Manager, Pricing	1
March 30, 2020	Project Manager	1