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March 27, 2020

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



**Re: YMCA of Greater Grand Rapids  
Temporary Mass Layoff at Grand Rapids, Michigan**

Dear Ms. Johnson:

YMCA of Greater Grand Rapids will be implementing a temporary mass layoff at its locations throughout the Kent County area. We expect temporary layoffs to be in phases, with the first layoffs commencing sometime between April 2, 2020 and April 15, 2020. We anticipate that the mass layoffs will be completed by May 30, 2020. The actual timing of the individual layoffs will be modified based on a variety of factors as set forth in Governor Witmer's Order No. 2020-21. If you have any questions or require additional information, please contact Lauren Heist at 616-855-9131.

Sincerely,

Lauren Heist  
Human Resources Director  
YMCA of Greater Grand Rapids