



Circuit Controls Corporation  
2277 M-119 Highway  
Petoskey, MI 49770  
Telephone: (231) 347-0760  
[www.circuitcontrols.com](http://www.circuitcontrols.com)

April 10, 2020

Jimelle Blakley  
Department of Labor and Economic Opportunity  
Workforce Development  
201 N. Washington Square  
Lansing, Michigan 48913  
Phone: 517-335-5858  
Fax: 517-241-9846  
Email: [BlakleyJ1@michigan.gov](mailto:BlakleyJ1@michigan.gov)

Re: **WARN Act Notices**

Dear Ms. Blakley et al.:

This letter is to inform you that Circuit Controls Corporation (“the Company”) will lay off a number of employees at its facility located at 2277 M-119 Highway, Petoskey, MI 49770. The Company is taking this action due to the sudden, unanticipated and unprecedented negative impact on our business arising out of the coronavirus outbreak, and the resulting government restrictions on operation of businesses, including ours and those of our customers. While the Company currently anticipates this action will be temporary, it may result in layoff that lasts longer than 6 months. The Company is hopeful that some employees may be able to return to work before the expiration of that time, however, separations may become necessary. Timing of any separations is unknown and will depend on the uncertain operational impacts of the pandemic, associated government restrictions, and customer demand.

Layoffs in connection with this action will begin on April 13, 2020 and affect 126 employees. The Company will maintain a list of positions to be affected and the number of employees in each job classification.

This notice, which is necessitated by circumstances that were not reasonably foreseeable and result from the unanticipated impacts of the COVID-19 pandemic, is being provided as promptly as practicable in light of the current unprecedented circumstances.

There are no applicable bumping rights. The affected employees are not represented by any union.

You may contact me at [dpomranke@us.yazaki.com](mailto:dpomranke@us.yazaki.com) or 231-439-1843 if you require further information.



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This notice is being provided as a courtesy since the duration of the layoff may not meet the threshold for requiring notice. As such, by providing this notice the Company is not waiving any right to assert that some or all of the separations do not require notice under applicable law.

Very truly yours,

A handwritten signature in black ink, appearing to read "Deborah Pomranke".

Deborah Pomranke  
Senior Manager – Finance, HR, & EHS