



VIA U.S. MAIL

May 4, 2020

Brian Marcotte
WIOA Dislocated Services Section Manager
Workforce Development - Targeted Services Division
201 N Washington Sq
5th Floor
Lansing, MI 48913



Mayor Ken Siver
City of Southfield
26000 Evergreen Road
P.O. Box 2055
Southfield, MI 48037-2055

Commissioner David T. Woodward,
Board Chairman
Oakland County Board of Commissioners
1200 North Telegraph Road
Pontiac, MI 48341

Re: WARN Act Notice

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"). WARN requires employers to give advance written notice of a furlough to affected employees. Such advanced written notice has been reduced due to the unforeseen business circumstances of the Coronavirus pandemic, an unprecedented historical event that has resulted in a national state of emergency. However, to ensure that you and all employees receive as much advance notice as possible, we are providing this notice to you and to each impacted employee.

Beginning March 12, 2020, the Westin Southfield, located at 1500 Town Center, Southfield, MI 48075, will furlough 142 employees.

At this time, it is our hope that the furloughs will only be temporary. However, due to the unprecedented nature of the pandemic, we cannot guarantee that they will not be permanent and cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for affected employees except as provided by any applicable collective bargaining agreement.

Attached is a listing of the job titles of employees who will be affected.

If you have any questions regarding this notice, please see my contact information below:

LaToya Williams
Corporate Director Human Resources
latoya.williams@atriumhospitality.com
678-335-6956 Ext. 1509

Sincerely,

A handwritten signature in blue ink that reads "LaToya K. Atwell-Williams".

LaToya K. Atwell-Williams, M.S.
Corporate Director Human Resources | Atrium Hospitality
Enclosure



Westin Southfield

Accounting Clerk
Accounting Clerk
Accounting Clerk
Administrative Assistant, Sales
Administrative Assistant, Sales
Assistant Director, Sales & Marketing II
Assistant Executive Housekeeper I
Assistant General Manager IV
Banquet Bartender
Banquet Bartender
Banquet Bartender
Banquet Captain
Banquet Captain
Banquet Manager III
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Barista
Bell Person
Bell Person
Bell Person
Chief Engineer IV
Controller III
Director, Event Sales II
Director, Human Resources II
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Sales Manager
Executive Chef III
Executive Housekeeper IV
Food & Beverage Manager II
Front Desk Clerk



Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
General Manager IV
Group Rooms Coordinator
Guest Services Manager III
Guest Services Supervisor
Guest Services Supervisor
Houseperson
Houseperson
Houseperson
Human Resources Coordinator
Kitchen Steward
Kitchen Steward
Kitchen Steward
Kitchen Steward
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Lead Cook
Lead Cook
Lead Cook
Line Cook
Line Cook
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Server
Lounge Server
Night Audit Supervisor
Night PBX Operator
Overnight Bellperson
Pantry/Prep Cook
Pantry/Prep Cook
Pantry/Prep Cook
Pantry/Prep Cook
Pantry/Prep Cook
PBX Operator
PBX Operator
PBX Operator
PBX Operator
Public Area Attendant
Public Area Attendant
Purchasing Clerk
Regional Director, Sales & Marketing I
Restaurant Busser
Restaurant Busser
Restaurant Manager III
Restaurant Server
Restaurant Server

