



THE TOWNSEND HOTEL

Via U.S. Mail

May 20, 2020

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

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. 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 16, 2020, The Townsend Hotel, located at One Hundred Townsend Street, Birmingham, MI 48009 temporarily laid off 175 employees. Effective May 31, 2020, The Townsend Hotel will be permanently laying off 24 Full Time and 36 Part Time employees.

At this time, we cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for employees.

Attached is a list of job titles of employees who will be permanently laid off, effective May 31, 2020.

Before the temporary layoffs, The Townsend Hotel had 217 employees.

- 100 Full-Time employees
- 117 Part-Time employees
- 40 employees who have worked six (6) or less months
- 41 employees remain employed

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

Susan Gilbert
Director of Human Resources
sgilbert@townsendhotel.com
248-647-8502

Sincerely,

Susan Gilbert
Director of Human Resources / The Townsend Hotel
Enclosure



THE TOWNSEND HOTEL

Cc:

Pierre Boutros
Mayor of City of Birmingham
151 Martin Street
PO Box 3001
Birmingham, MI 48012

David T Woodward
Chairman of the Oakland County Commission
1200 North Telegraph Road
Pontiac, MI 48341

The Townsend Hotel

Assistant Director of Housekeeping - 1
Bakery Cashier - 3
Banquet Bakery Kitchen - 2
Banquet Captain - 2
Banquet Dishwasher - 2
Banquet Kitchen Cook - 4
Banquet Set Up - 1
Banquet Waitstaff - 10
Bellstaff - 2
Engineer - 1
Executive Assistant - 1
Front Desk Agent - 1
Housekeeper - 1
Purchasing Clerk - 1
Room Service Waiter - 8
Rugby Bartender - 1
Rugby Dishwasher - 4
Rugby Hostperson - 2
Rugby Kitchen – AM - 2
Rugby Kitchen – PM - 4
Rugby Tea Manager - 1
Rugby Waitstaff - 1
Tea Server - 4