



April 15, 2020

Delivery Method: E-mail

Brian Marcotte
WIOA Dislocated Services Section Manager
Workforce Development - Targeted Services Division
201 N Washington Sq
5th Floor
Lansing, MI 48913
517-241-2475
marcotteb1@michigan.gov

Delivery Method: Mail

Sharon Lemasters
Monroe County Clerk
106 E First Street
Monroe, MI 48161
Phone: 734-240-7020
Fax: 734-240-7045

Dear Mr. Marcotte and Ms. Lemasters:

The Tile Shop, LLC (“Company”) has developed plans to restructure certain operations at the facility located at 8515 Brown Street, Ottawa Lake MI 49267. Consistent with these plans, employment layoffs commenced on or about March 20, 2020. We anticipated that these plans, when finalized, would be temporary. Business circumstances have changed, and we now believe they will be permanent layoffs.

At this time, affected employees were terminated from employment on March 20, 2020 or during a 14-day period that begins on that date. These actions affected and notices were sent to 20 employees, including 2 newly-hired employees. This announcement and the above timetable are based on the best information currently available. However, various factors may still affect these plans and the timing of employee separations. You will be informed of any changes or as additional information becomes available. Bumping arrangements are not available for affected employees.

Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act, we thought it appropriate to give you this notice. We are taking these employment actions because of COVID-19-related business circumstances that were not reasonably foreseeable. We would like to have given more notice of this action, but were unable to do so because of how quickly our operations were affected by the COVID-19 pandemic, the World Health Organization’s pandemic declaration on March 11th, the President’s declaration of a national emergency on March 13th, and other related governmental announcements and actions.



Should you wish further information, please contact me at the following phone number: 763-852-2994.

Sincerely,

Marcy Rasmussen

Marcy Rasmussen
Director of Human Resources

Enclosure – Attachment A



Attachment A

As explained in the accompanying letter, the job titles and numbers of employees below were affected by the reduction in force, resulting in employment terminations occurring on March 20, 2020, or during the 14-day period that begins on that date:

Location/Job Title	Number
Material Handler	11
Production Worker	9