



April 22, 2014

Indiana Department of Workforce Development  
Dislocated Worker Unit  
10 North Senate Avenue  
Indianapolis, In 46204-2277

Re: Lay-offs at MKM Distribution Services  
located at 5304 W. 74<sup>th</sup> St., Indianapolis, IN 46268

Dear Sir or Madam:

As a courtesy, I am writing to inform you that MKM Distribution Services. ("MKM" or the "Company") plans to lay off a number of its employees, due to current and projected business needs. Based upon the information available at this time, MKM anticipates that the lay-offs will be permanent but will not result in the entire facility being closed. The personnel separations will occur during the two week period beginning June 23, 2014. There is no union involvement at this facility and there are no seniority/bumping rights during this process. The total number of affected employees is \_\_84\_\_.

For further questions and information, please contact Maeghan Hurley, MKM's Vice President of Human Resources, by phone at (317) 334-7900.

Sincerely,

A handwritten signature in black ink that reads "Maeghan Hurley".