



May 12, 2020

**Via Certified Mail and Email (warn-notice@dwd.in.gov)**

Indiana Department of Workforce Development  
Attn: Ashley Gatlin  
Program Director, Rapid Response  
Dislocated Worker Unit, SE311  
10 North Senate Avenue  
Indianapolis, IN 46204-2277

*Re: DoubleTree by Hilton South Bend Layoff Notification*

Dear Ms. Gatlin:

I am writing on behalf of the DoubleTree by Hilton South Bend (hereinafter "the Hotel") to give you notice that there will be layoffs impacting more than 50 employees at the Hotel located at 123 N. Dr. Martin Luther King Jr. Blvd., South Bend, Indiana, 46601, on July 1, 2020. Other employees previously on a temporary layoff status were informed on May 12, 2020, that they should anticipate that their layoffs will now be permanent due to the likely continuation of the unanticipated, dramatic, and continuing downturn in the economy due the COVID-19 pandemic and its impact on the hospitality industry. The layoffs are expected to include both permanent and temporary layoffs.

We do not know what the future will hold at this juncture and are providing the following information to ensure you are fully informed. Should any notice be required, it has been given as soon as possible given the unforeseen circumstances of a loss in business due to the unprecedented COVID-19 pandemic, the National Emergency declared by the President of the United States, and the Public Health Emergency declared by the Governor of Indiana. The COVID-19 pandemic has crippled the Hotel's business and businesses around the country causing notice to not be foreseeable at the time that notice would have been required to be given.

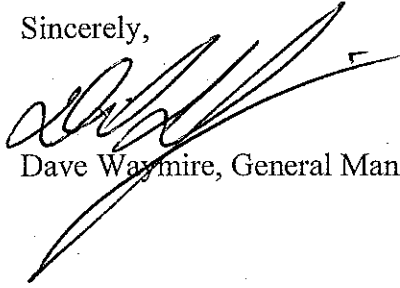
All affected employees are being notified of their layoff dates and that their layoff from employment may be permanent. Employees are expected to be laid-off from employment on July 1, 2020.

Attached is a list of the job positions and number of individuals who will be affected by the layoff.

There are no bumping rights associated with the layoffs and the employees are not represented by a union.

All questions, concerns, and contact regarding this notice and associated furloughs should be directed to Dave Waymire, at phone number 260-438-3274 or email David.Waymire@Hilton.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Waymire', written over a horizontal line.

Dave Waymire, General Manager

Enclosure

DoubleTree by Hilton South Bend Positions	New count for July 1, 2020
Accounting Clerk	1
Banquet Bartender	1
Banquet Captain	1
Banquet Houseperson	2
Banquet Server	4
Barista	11
Bartender	4
Chief Engineer	1
Controller	1
Concierge	1
Cook	4
Cook 2	4
Director of Food & Beverage	1
Directo of Human Resources	1
Director of Sales	1
Executive Chef	1
Front Desk Agent	7
Front Desk Supervisor	2
General Manager	1
Houseperson	6
Housekeeping Supervisor	2
Maintenance	4
Room Attendant	16
Restaurant Supervisor	2
Room Service Attendant	0
Sales Admin	2
Sales Manager	3
Server	10
Starbucks Manager	1
Steward	2
Van Driver	3
Total Furlough Associates	100