



April 2, 2020

VIA EMAIL (warn-notice@dwd.in.gov)

Indiana Department of Workforce Development  
Dislocated Worker Unit  
10 North Senate Avenue  
Indianapolis, IN 46204

Re: Layoff of Employees at Flex-N-Gate Covington and Flex-N-Gate Logistics LLC, both a Division of Flex-N-Gate Corporation

To Whom It May Concern:

Regrettably, due to the current US climate associated with the pandemic and the declaration of a National Emergency due to the COVID-19 virus, including the recent disruption to the automotive supply chain, our Company realized a temporary layoff that will last for an unknown duration and affects around 300 employees.

Flex-N-Gate Covington and Flex-N-Gate Logistics LLC, a Division of Flex-N-Gate Corporation, is non-union, and employees do not have bumping rights. Nevertheless, we allow the use of up to 1 week (40 hours) of vacation time, and premiums for Medical/Rx and Dental, usually deducted through payroll, will be waived through April 30, 2020, if necessary. They were notified about Unemployment Insurance benefits online.

Enclosed a list of the employees that are affected by the temporary layoff, along with the employment separation dates and other details as requested.

This notice is being provided to you in accordance with the provisions of the Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2101, et seq. ("WARN Act"). And, while under normal circumstances, the WARN Act may require 60 days advance notice of a mass layoff of this nature, Flex-N-Gate Covington and Flex-N-Gate Logistics LLC, a Division of Flex-N-Gate Corporation, could not provide such notice that far in advance due to the COVID-19 natural disaster and the above-described unforeseen business circumstances.

If you have any questions or would like additional information about this matter, please contact me at 765-299-2047.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Robbins Holmes", written over a circular scribble.

Dawn Robbins Holmes

Human Resources Manager

Flex-N-Gate Covington and Flex-N-Gate Logistics LLC