



March 25, 2020

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

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

Via Certified Mail

The Honourable James Mueller
Mayor, City of South Bend
County-City Building
227 West Jefferson Blvd.
South Bend, IN 46601

Re Announcement of Planned Action

As a result of the unforeseeable, dramatic downturn in business and occupancy caused by the coronavirus natural disaster, we are writing to inform you that there will be a mass layoff at the Hilton Garden Inn - South Bend located at 53995 Indiana State Route 933 in South Bend, Indiana on Friday, March 27, 2020. This mass layoff is expected to be the temporary. The expected date of the first separation will be March 27, 2020.

All affected employees have been notified of their separation dates and that their separation from employment will be Temporary. Those employees are expected to be separated from employment beginning on March 27, 2020, with all separations accomplished by March 27, 2020.

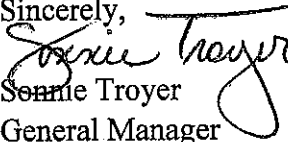
The attached is a list of the job positions and number of individuals who will be affected by the mass layoff along with the anticipated schedule for job losses.

These employees are not represented by a union.

There will not be any bumping rights for affected employees—that is, employees will not be able to displace more junior employees out of their job positions as a result of this closure.

If you have any questions or want additional information concerning this matter, please contact Sonnie Troyer, General Manager at 574-323-2466.

Sincerely,



Sonnie Troyer

General Manager

Hilton Garden Inn - South Bend

Attachment A

Job Title	No. of Employees in Job Title	Date of Separation
Banquet Bartender	5	March 27,2020
Banquet Captain	3	March 27,2020
Banquet Server	21	March 27,2020
Banquet Set-Up	9	March 27,2020
Bartender	1	March 27,2020
Cook I	10	March 27,2020
Dishwasher	5	March 27,2020
Engineer II (mid)	2	March 27,2020
Executive Chef	1	March 27,2020
Front Desk Agent	4	March 27,2020
Front Office Manager	1	March 27,2020
Host	1	March 27,2020
Houseperson	1	March 27,2020
Laundry Attendant	6	March 27,2020
Public Area Attendant	1	March 27,2020
Restaurant Manager	1	March 27,2020
Restaurant Server	10	March 27,2020
Room Attendant / Housekeeper	4	March 27,2020
Sales Manager BTS	2	March 27,2020
Grand Count	88	